



**FURZE
PLATT**
SENIOR SCHOOL

FOR OFFICE USE ONLY

Distance:

In-Year Transfer Application Form for Furze Platt Senior School

Please ensure you read the **Guide to In-Year Admissions** before completing this application form. This guide is published online at: www.rbwm.gov.uk

This application should be returned directly to Furze Platt Senior School, along with any Supplementary Information Form (SIF) required by the school.

Your child's details (please fill in this form using black or blue ink and CAPITAL LETTERS).

Surname:

First Name: Middle Name:

If your child has been known by another name please enter it here:

Date of birth:

| | | | | | |
|-----|-------|------|---------|------|--------|
| Day | Month | Year | Gender: | Male | Female |
|-----|-------|------|---------|------|--------|

Most recent school:

| | |
|-------|-------|
| Name: | Town: |
|-------|-------|

Current School Year Group:

| | | | | |
|---|---|---|----|----|
| 7 | 8 | 9 | 10 | 11 |
|---|---|---|----|----|

 Year Group applying for:
(please circle) *(if different)*

Current address details

Your child's current address and postcode – This must be your child's current, permanent address. Any place gained by using a fraudulent address will be withdrawn.

| | |
|--------------------|-----------|
| House name/number: | |
| Street: | |
| Town/Village: | |
| County: | Postcode: |

Parent/Carer details

Mr/Mrs/Miss/Ms Initial Surname

Home Tel. No. Mobile Tel. No.

Email: Relationship to child

Additional details (please tick the appropriate box below for each question).

Does your child have a statement of special educational needs?
(If yes, please contact the RBWM SEN Department on 01628 796779). Yes No

Is your child in the care of the Local Authority?
(If yes, please attach documentary evidence). Yes No

Has your child been absent for a total of more than 4 weeks in the last year? Yes* No

Has your child ever been given a fixed term exclusion from a school? Yes* No

Has your child ever been given an internal exclusion? Yes No

Has your child ever been permanently excluded from a school? Yes* No

Have you had contact with an Education Welfare Officer or Social Services? Yes* No

Current attendance percentage? (This can be obtained by your Attendance Officer from your school)

*If you have ticked 'Yes' for any of the above, please provide details (*i.e. dates and reasons for exclusions/absences and contact details of EWOs/social workers*) here:

Use and attach a separate sheet if required

Transfer details

When are you looking to transfer your child? (a.s.a.p. or date)

Are you transferring schools due to a change of address?
(If yes, please provide details of your new address and your approximate move-in date). Yes No

Are you requesting to transfer schools but not moving address?
(If yes, please state your reasons for transferring schools below). Yes No

If you are a Service/Crown Servant family due to move into the area please tick here.
(Please provide evidence of posting).

Does your child have a sibling (brother or sister – this includes half, adopted, or foster sibling) currently attending the school?
(If you have ticked yes, please provide details below): Yes No

| | Name | Date of Birth |
|-----------|------|---------------|
| Sibling/s | | |

Please use the box below to note down your reasons for requesting an in-year transfer, along with the reasons why you are applying for this school. Use this space to list any previous addresses and the dates of any planned move.

Headteacher's comment and signature

Comment:

If you are transferring from one RBWM to another RBWM school you must discuss the transfer with your child's current Headteacher and get this section signed by them. Forms will be returned if a signature is not provided.

Headteacher's signature:

Print Name: Date:

Declaration

- I declare that I have read and understood the online 'Guide to In-Year Admissions'.
- I declare that all the information I have given on this form is correct.
- I understand that any false, inaccurate or misleading information given on this form may make this application void and that a place may be withdrawn.
- Data Protection Act 1998 – The personal information collected on this form will only be used for the purposes of applying the relevant admissions policy. Furze Platt Senior School may also use this data in connection with the prevention or detection of other fraud or crime.
- The School is entitled to request further information to verify the details given on this form are correct.

Your signature:

Your full name:

Date:

Please ensure that you have enclosed the following information:

- a) a copy of your child's Birth Certificate.
- b) proof of your address i.e. recent utility bill, council tax statement, signed tenancy agreement.
- c) evidence that you have completed the sale, or ceased rental, of your previous property (if you have moved address and your previous address was within commutable distance of this school).
- d) any Supplementary Information Form (SIF) required by the School.
- e) If your child is not a British citizen or EEA national, a copy of their passport, VISA and any relevant Home Office documentation will be required. **Places cannot be offered until the child is resident in the UK.**

Application forms will be returned if evidence is not provided.

We advise that you keep a copy of the application form for your own reference.

If you require any assistance with completing this form please call the school on 01628 625308.