

Office Use only: Admission Criteria:
Office Use only: Distance (miles):

In-Year Transfer Application / Expression of Interest Form

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. The earliest this application will be accepted is one term prior to the hopeful entry, based on a six term school year.

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

Most recent school <i>(name and town)</i>					
Current school year group <i>(please circle)</i>	7	8	9	10	11
Year group applying for <i>(if different)</i>	7	8	9	10	11

Legal surname:	
Legal first Name: <i>If your child has been known by another name please let us know here as well.</i>	
Date of birth (dd/mm/yy):	
Gender:	
Current permanent address (inc postcode): <i>This must be your child's current permanent address. Any place gained by using a fraudulent address will be withdrawn.</i>	

Parent / Carer details

Title and Name	
Home telephone number	
Mobile telephone number	
Email address	
Relationship to the child	

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

Additional details	Yes	No
Does your child have a statement of special educational needs or an Education, Health and Care Plan (EHCP) <i>If yes, please contact The Children and Young People Disability Service on 01628 685878 to further your enquiry.</i>		
Is your child in the care of the Local Authority?		
Has your child been absent for a total of more than 4 weeks in the last calendar year? <i>If yes, please provide their attendance percentage for this academic year and the previous below.</i>		
Has your child ever been given a fixed term exclusion from a school? <i>If yes, please provide further details below.</i>		
Has your child ever been given an internal exclusion from a school? <i>If yes, please provide further details below.</i>		
Has your child ever been permanently excluded from a school? <i>If yes, please provide further details below.</i>		
Have you had contact with an Education Welfare Officer (EWO) or Social Services? <i>If yes, please provide further details below.</i>		

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:

Please indicate below if your child has any of the following SEN needs.

Identifying needs now helps us to put in place any necessary strategies to help your child achieve to the best of their ability.

Educational Need/Disability	Description	Yes	No
SPECIFIC LEARNING DIFFICULTIES (SpLD)	SpLD is an umbrella term used to cover a range of frequently co-occurring difficulties, more commonly Dyslexia. Dyslexia affects reading and spelling, verbal memory and verbal processing speed but other skills often remain within the 'normal' range.		
MODERATE LEARNING DIFFICULTIES (MLD)	Students described as having MLD have developmental delay resulting in attainments significantly below expected. Generally they will have difficulty with: language, self-esteem, concentration and social skills.		
SEVERE LEARNING DIFFICULTY (SLD)			
PROFOUND & MULTIPLE LEARNING DIFFICULTY (PMLD)			
SOCIAL, EMOTIONAL AND MENTAL HEALTH (SEMH)	These students may be withdrawn or disruptive. They may have depression, high anxiety, communication problems, anti-social behaviour, anger and/or threat of violence. These students find it difficult to cope with unstructured activities		
SPEECH LANGUAGE COMMUNICATION NEEDS (SLCN)	These students have specific language impairment, including difficulty in understanding and/or making others understand information conveyed through spoken language. They find it hard to understand or use words in context. Words and grammatical patterns may be used incorrectly. They have difficulty in recalling words and therefore have reduced vocabulary.		
HEARING IMPAIRMENT (HI)	Students with hearing impairments range from those who have mild hearing impairment to those who are profoundly deaf; it can be permanent or temporary.		
VISUAL IMPAIRMENT (VI)	Some children are born blind; others lose their sight partially or completely as a result of accidents or illness.		
MULTI-SENSORY IMPAIRMENT (MSI)			
DISABILITY (PD/OTH)	A student's physical disability /other difficulty may be a result of illness or injury which may have short or long term consequence.		
AUTISTIC SPECTRUM DISORDER (ASD)	ASD can be defined as three different areas of difficulties called the Triad of Impairments. These are difficulties in social interaction, language as used in social communication and the use of symbolism or imagination.		

Transfer details

When are you looking to transfer your child? (asap or a date)	
Are you transferring schools due to a change of address? <i>If yes, please provide details of your new address and your approximate move-in date.</i>	
Are you requesting to transfer schools but not moving address? <i>If yes, please state your reasons below.</i>	
Are you a Service/Crown Servant family due to move in to the area? <i>If yes, please provide evidence of posting.</i>	
Does your child have a sibling (brother or sister – this includes half, adopted and foster sibling) currently attending our school? <i>If yes, please provide details.</i>	
Does your child currently have pastoral support, such as counselling, behaviour support, ELSA etc. <i>If yes, please provide details.</i>	

If you have ticked 'Yes' for any of the above, please provide further details here:

Curriculum

Our students study a three year Key Stage 3 programme and a two year Key Stage 4 (GCSE) programme. In the January term of Year 9 our students choose their GCSE options in readiness for Year 10. If you child has already selected their GCSE options please provide further details below.

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Duke of Edinburgh

We run the Duke of Edinburgh (DofE) scheme here starting with Bronze in Year 9.

Is your child currently participating in the DofE scheme?	
If yes, what level are they taking part in?	
What is their DofE number so we can transfer their details over?	

Please use the box below to note down your reasons for requesting an In-Year Transfer, along with the reasons why you are applying to our school.

Headteacher's comments and signature

If you are transferring from a school you must discuss the transfer with your child's current Headteacher and get this section signed by them. In addition we require your child's attendance record for the current and previous academic year. This form will be returned if the Headteacher signature is not provided.

Headteacher signature	
Print Name	
Date	

Declaration

- I confirm that I have read the information in the 'Guide to In-Year Admissions' available online at www.rbwm.gov.uk;
- I am the parent / carer of the named child;
- I have the agreement of all people with parental responsibility to make this application, or there is a court order allowing this application to be made;
- I declare that the information I have given on this form is correct and complete and understand that any school place offer obtained through fraudulent or intentionally misleading information may be withdrawn;
- Data Protection Act 2018 – the personal information collected on this form will only be used for the purpose 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;
- Furze Platt Senior School is entitled to request further information to verify the details given on this form are correct.

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. We may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit

<https://www.furzeplatt.com/site/data/files/documents/policies/Student%20Privacy%20Notice%20April%202019%20v1.pdf?pid=2>

Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the Data Protection Officer as detailed in the above link.

Your signature	
Print Name	
Date	

Please ensure that you have enclosed the following information:

1. A copy of your child's most recent academic report.
2. Supporting evidence if applying for a looked after/privately fostered child.
3. A copy of your child's birth certificate.
4. Proof of your address i.e. recent utility bill, council tax statement, signed tenancy agreement etc (evidence must not be more than 3 months old).
5. 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 our school).
6. 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 a resident in the UK.**

Application forms will be returned if evidence is not provided.

We advise that you keep a copy of this application form for your own reference. Your form will be processed and a response sent to you by post normally within a minimum of 10 school days. If a place cannot be offered you will have the option of requesting your child to be placed on our waiting list. Their place on our waiting list will only be valid for the academic year you applied. If you wish for your child to remain on our waiting list in a new academic year you will need to complete this form again.