

Web Version

Dear Parent/Carer

**Application for a Change of School
(In-Year Admission)**

Following your recent request, please find enclosed a Birmingham Local Authority "Application for a Change of School (In-Year)" form for you to complete.

Before you complete this form and submit your preferences it is very important that you read a copy of the parents' information booklet called "Opportunities for your Child in Birmingham". There are different booklets for primary schools and secondary schools (including academies) in Birmingham. The booklets explain how your preferences will be dealt with, how school places are offered, the different types of schools and their admission criteria, where to get help with your application and what to do if you are not offered one of your preferred schools.

You can read the booklet online at www.birmingham.gov.uk/schooladmissions. Booklets are also available in all schools and libraries.

If your child is already attending a local school then moving your child to another school is a very serious step. It is important that you consider whether a move is really the best option. You should talk to your child's headteacher, or staff at your child's current school, before completing the enclosed form. If your child is experiencing difficulties at school a move to another school may not solve the problem. Talking to your child and staff at your child's current school can resolve most problems so that a move is avoided. Please ensure the headteacher of your child's current or most recent school completes the declaration in section 2 of the form.

Finally, may I remind you that your child must continue attending their current school until you are offered a new school place. Parents are responsible for ensuring that their child receives a suitable full-time education, either by regular attendance at school or otherwise (Education Act 1996, section 7). Parents who fail to ensure that their child attends regularly at the school at which they are a registered pupil are liable to prosecution (Education Act 1996, section 444). **In order to process your application as quickly as possible it is very important that you tell us which school your child is currently attending.**

If your child has a Statement of Special Educational Needs this form cannot be used to apply for a school place. You should instead contact SEN Assessment and Review for guidance on 0121 303 5684/85.

If you have any queries or wish to seek assistance with your application please do not hesitate to contact a member of the Children's Information and Advice Service on 0121 303 1888 who will be pleased to help.

You should complete and return the enclosed form to your preferred school.

Yours sincerely



Jason Sheargold
Team Manager (School Admissions)
School Admissions and Pupil Placements Service

Directorate of Children, Young People and Families
School Admissions and Pupil Placements Service
PO Box 16513
Birmingham
B2 2FF

Telephone: 0121 303 1888 (option 4)
Facsimile: 0121 464 4593
www.birmingham.gov.uk/schooladmissions

**IN-YEAR TRANSFER APPLICATIONS FOR ST. PAUL'S
SCHOOL FOR GIRLS, VERNON ROAD, EDGBASTON,
BIRMINGHAM, B16 9SL**

All applications for In-Year transfers must now be made directly to the schools of your choice using an Application for a Change of School (In-Year) form from the relevant authority that the school comes under. You will need a separate form for every school you are applying to. If your daughter has a Statement of Education Needs or an Education, Health & Care Plan then your application has to be made through SENAR.

**For all Birmingham Authority schools these are available to collect from schools, local libraries or online at:
www.birmingham.gov.uk/schooladmissions**

All applications for our school (St Paul's Catholic School for Girls) will require the following documentation to be included with the application form to assist the Governor's correctly match each applicant to the correct Criteria Point:

- 1) Proof of your home address (e.g. a copy of council tax, gas or electricity bill (within last 6 months);**
- 2) Copy of your daughter's Birth Certificate or passport;**
- 3) Copy of your daughter's Baptism Certificate; and**
- 4) a letter of support from your parish priest or the completed Supplementary Information Form.**

This form and all documentation must come back directly to us for the Governors to look at your application and make a decision as to whether a place can be offered or not. A letter will be sent out to you once the Governors have looked at any applications letting you know their decision.

If no place is available your daughter's name will be added to the relevant Year Groups Waiting List.

For School/Academy use only
 Details sent to School
 Admissions Team
 Date:

Directorate for People

Application for a Change of School (In-Year)

Before you fill in this form please read the parents' information booklet: 'Opportunities for your child in Birmingham'. Copies are available in all schools, local libraries or online at www.birmingham.gov.uk/schooladmissions

SECTION 1 To be completed by parent/carer

IMPORTANT: PROOF OF YOUR HOME ADDRESS MUST BE SUPPLIED WITH THIS FORM
 Acceptable proof includes: a copy of council tax, gas or electricity bill (within last 6 months)
 Failure to provide acceptable proof may affect your child's eligibility for your preferred school.

Child's details:		
Child's Name:		
Date of Birth:		
Current Year Group:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female (Please tick)

Home address:		

School you wish to apply for:	Details of siblings attending this school:	Reasons for Preference:
	Name:	
	Date of birth:	

If you are applying for a voluntary aided (faith school), foundation school or academy, please ensure you check whether the school requires an additional information form to be completed.

SECTION 2 To be completed by parent/carer

Why do you want to transfer your child to another school?

Current/previous school:	
Address of school:	
Is your child still attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
If no, give reason and the last date your child attended:	
Date of leaving current/previous school:	

Is your child in public care or accommodated by a local authority (a looked after child) or previously looked after?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
If yes, which local authority?	
Please give the name of the social worker and a contact telephone number:	
Name:	
Telephone:	

In Birmingham we operate a Fair Access Sharing Protocol. This Protocol exists to ensure that all schools admit their fair share of children with challenging behaviour. In order to assist the Local Authority in determining if your child should be considered for a place using this protocol please answer the following questions:

Has your child ever been excluded from any school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
If yes, please give dates of fixed term and/or permanent exclusions and/or managed move:	

Are there any other agencies involved with your child, e.g. Education Welfare/YOS/YISP/Connexions/Social Worker/Family Support Worker? Please provide details and name of contact(s):

If your child is experiencing difficulties please explain what contact you have had with school regarding this. When was the last meeting with school, with whom did you meet and what was the outcome?

Any other information relevant to this application, for example social, educational or disciplinary issues:

SECTION 3

To be completed by parent/carer if applying for a faith school

If Catholic:Has your child been Baptised Catholic or received into the church? Yes No (Please tick)

Date of Baptism:

(If Yes a copy of the baptismal certificate must be enclosed with this form)

Name of Church:

If Church of England:Do you attend church regularly? Parent: Yes No (Please tick)Child: Yes No (Please tick)

Name of Church:

Name of Priest/Minister:

If Muslim:

Which Mosque does the pupil normally attend?

If other faith:

Please specify any relevant details:

Please ensure that you have included any additional information forms that are required for your preferred school. Failure to complete additional information forms and provide a copy of a baptismal certificate may affect the outcome of your application.

SECTION 4

To be completed by Headteacher/Principal of your child's current or most recent school

Declaration:I confirm that the information provided by the applicant on this application is correct: Yes No (Please tick)

Name of person completing this declaration:

Position:

Signature:

Date:

SECTION 5**To be read and signed by parent/carer****Declaration and consent to share information:**

The information provided on this application form may be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in the parents' information booklet or online at www.birmingham.gov.uk/schooladmissions

If a parent/carer knowingly and willingly provides a false statement which would affect the success of this application they may have the school place withdrawn.

I confirm that I have read and understood the notes relating to this application.

I certify that the information, which I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.

I give my consent for the school/academy and the School Admissions service to contact relevant agencies in order to validate this application.

Title: (e.g. Mr/Mrs/Miss/Ms)

Full Name: (PLEASE PRINT)

Signature of Parent/Carer:

Date:

Relationship to child: (e.g. mother/Father/Foster Parent)

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Important: Note to parent/carers:

If your preferred school is unable to offer your child a place, please contact staff in the Children's Information and Advice Service on 0121 303 1888 (option 4) who will be pleased to offer advice and guidance on what to do next.

Important: Note to School/Academy:

Please ensure you notify School Admissions of this application and its outcome.

Please return this application form to your preferred school.



BISHOPS' CONFERENCE OF ENGLAND AND WALES

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

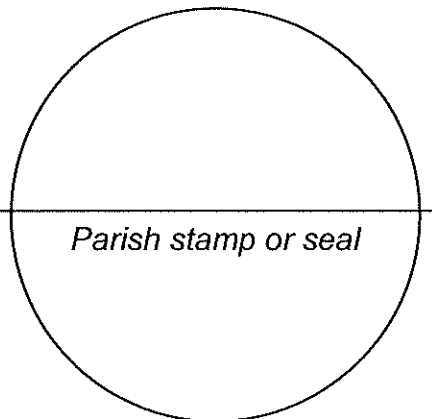
Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

Telephone _____

Priest's signature _____



Date _____