

Is this transfer due to a change of address? YES / NO * please tick

OR Reason for Transfer - Please state reasons:

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Have you discussed any concerns with the school? YES / NO * please tick

Details:

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A 'looked after' child is a child who is in the care of a local authority or provided with accommodation by the local authority. Is your child in public care? YES / NO * please tick

If yes – which Local Authority?

Social Worker Name/Tel no:

Any other information:

Does your child have a Statement of Special Educational Needs provided by an Education Authority? YES / NO * please tick

Description of special need:

.....

Hours of support in place:

Has your child been permanently excluded from another school? YES / NO * please tick

Details if yes:

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Has your child had any fixed term exclusions? YES / NO * please tick

Details if yes:

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Do you consider that your child has a disability? (Please see notes on disability on page 4) YES / NO * please tick

Details if yes:

.....

Declaration

I confirm that the information given on this form is correct. I understand that if I have given false information the school place offered may be withdrawn. I have read the accompanying notes and the information provided by the Local Authority.

Full name (please print)

Signed: Date:

Please indicate your relationship to the child by ticking one of the following:

- Parent Legal Guardian Foster Carer Social Worker

We are unable to process a form that has not been signed by a person with parental responsibilities. Unsigned forms will be returned for a signature.

Acknowledgement of receipt of application

We will only acknowledge receipt of your application if you send a stamped addressed envelope with this form.

Where to send your completed application

Please return to the Trust School you are applying for:

Ashington High School, Green Lane, Ashington, Northumberland NE63 8DH. Tel: 01670 812166
Email: Admin@ashington.northumberland.sch.uk

Bothal Middle School, High Market, Ashington, Northumberland, NE63 8NT. Tel: 01670 812360
Email: Admin@bothal.northumberland.sch.uk

Hirst Park Middle, Third Avenue, Ashington, Northumberland, NE63 9BE. Tel: 01670 813111
Email: Admin@hirstpark.northumberland.sch.uk

Wansbeck First School, Wansbeck Road, Ashington, Northumberland, NE63 8HZ. Tel: 01670 812324
Email: Admin@wansbeck.northumberland.sch.uk

Central First School, Milburn Road, Ashington, Northumberland, NE63 0AX. Tel: 01670 810570
Email: Admin@ashingtonfirst.northumberland.sch.uk

Your CURRENT school will be asked to provide the following information

School Details

Name of person completing this form and status

Have the issues mentioned by the parent been discussed with the school? YES / NO
* please tick

What has triggered this transfer request? Please give details of what action has been taken.

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What additional support (if any) would the child require if they transfer schools?

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Name..... Signature

Date: School Stamp

NOTES

These notes are to help you complete your application. Please read them carefully. More detailed information about Northumberland schools can be found in the Information for Parents Booklet which is published annually. In addition each school must produce a school brochure containing information specific to that particular school.

Please note that as a Trust, we set our own admission criteria. We have our own admissions policy which is available if you would like to see it.

Applications on behalf of children who are resident in other local education authority areas will be considered in the same way as applications from Northumberland residents.

PLANNED ADMISSION NUMBERS

Each school has a planned admissions number which is based upon the capacity of the school. As an Admissions Authority we cannot normally exceed that number other than at appeal. Once a year group has achieved the Planned Admission Number for that year then further applications will be refused. We may offer a place in another trust school if appropriate, if this is not possible and you live in Northumberland an alternative school will be offered by Northumberland County Council and you must fill in their Admissions Form.

HOME TO SCHOOL TRANSPORT

Generally, the County Council provides home to school transport for children attending the appropriate school for their address and when the distance from home to school is more than two miles for first school age children and more than three miles for middle and high school age children. Under normal circumstances, if the school you are applying for is not the appropriate school for your address the County Council will not provide transport.

When the County Council have evidence that a place in a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school, when considering an application for a place on transfer to the next phase of schooling. There is also the possibility that the offer of a place at a school may be withdrawn if false information in relation to address and any other matter is made.

Parents may apply for one or more schools. All preferences will be treated equally and where it is possible to offer more than one of the schools on the form, parents will be offered the school that they have ranked highest. When we are unable to offer any of the schools that parents have requested, we will offer the nearest available school to the home address where; a) the child is not already attending a Northumberland school that is nearer to the home address than a school that could be offered and b) when we have firm evidence that the child will be ordinarily resident within Northumberland.

Parents have the right to appeal against being refused a place at any of the schools they have requested on the application form. Details of how to appeal will be sent to parents with the outcome of their application.

DISABILITY

From September 2002, Local Authorities and schools must make reasonable adjustments to ensure that the needs of disabled pupils are met. The new Code of Practice defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you feel that your child falls into this category, please provide details on a separate sheet. Please note that the information you provide will not be used to decide which pupils are offered places. We need the information only to allow us to make any necessary preparations or adjustments at the school concerned.