

## Children, Young People and Families

# Application for a Change of School (In-Year)

Please complete one application form per child. Failure to complete all sections of this form may delay your child's application. Please use black ink and capitals.

**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, online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) or from School Admissions and Pupil Placements Service, Children Young People and Families.**

### For office use only

Pupil ID:  
Completed by:  
Passed to:  
Date:

### 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 one or more of your preferred schools.

### CHILD'S DETAILS

Child's Name:			
Date of Birth:		Gender:	Male/Female (Please delete)
Current Year Group:			

### HOME ADDRESS

		Postcode:	
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SCHOOL(S) YOU WISH TO APPLY FOR	Details of siblings attending preferred school(s)	Reasons for Preference
1st	Name: DOB:        /        /	
2nd	Name: DOB:        /        /	
3rd	Name: DOB:        /        /	

**If you have named any voluntary aided (faith schools), foundation schools or academies as a preference, 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?**

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Current/previous school:

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Address of school:

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Is your child still attending? Yes  No 

If no, give reason and the last date your child attended:

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Date of leaving current/previous school:

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Is your child in public care or accommodated by a local authority (a looked after child)? Yes  No 

If yes, which local authority?:

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Please give the name of the social worker and a contact telephone number:

Name:

Telephone:

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**In Birmingham we operate a Fair Access 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 could you answer the following questions?**

Has your child ever been excluded or had a managed move from any school? Yes  No 

If yes, please give dates of fixed term and/or permanent exclusions and/or managed move:

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Are there any other agencies involved with your child, e.g. Education Welfare/YOS/YISP/Connexions?  
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:

**To be completed by the headteacher of your child's current or most recent school**

**Important note to parent/carer:** Failure to complete this section may delay your child's application.

I confirm that the information provided by the applicant in Section 2 of this form is correct. Yes  No

**Name of person completing this declaration:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 3 Faith Schools**

If you have named any faith schools as a preference please complete the following details:

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

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  Child: Yes  No

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 schools. 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 read and signed by parent/carer**

**DECLARATION AND CONSENT TO SHARE INFORMATION**

The information provided on this application form will be used to ensure that the council's records are correct. It may also 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 both the parents' information booklets.

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 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 admissions service to contact relevant agencies in order to validate this application.

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

Full Name (Please Print):

Signed:

Home telephone number

Work telephone number

Mobile telephone number

Relationship to child: Mother  Father  Family member (live in same household)  Step-parent   
Relative  Social Worker  Foster Parent  Other (Please give details)

**Signature of parent or carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Before posting your application please check that you have enclosed all necessary documentation. This will enable us to process your application more effectively.**

- Have you completed Sections 1, 2 and 3 (if applicable) of the application form?
- Have you included relevant documents as proof of your address?
- Have you included relevant documents for a faith school application?
- Have you checked and signed the form?

**If the application is incomplete it will be returned to you**

**Please return this form to:**

**School Admissions and Pupil Placements Service  
PO Box 16513  
Birmingham  
B2 2FF**

**Tel: 0121 675 0555  
Fax: 0121 464 4593  
Email: [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)**