



**DURHAM COUNTY COUNCIL
CHILDREN AND ADULTS SERVICES
SCHOOL PLACES AND ADMISSIONS TEAM
Primary School Transfer Request (In-Year Admission)**

Please complete this form in full and return to **School Places and Admissions Team, Children and Adults Services, Durham County Council, County Hall, Durham, DH1 5UJ**. An incomplete form may delay your application. If you have any queries in regard to the transfer process, please ring **03000 265895**.

If your child has a Statement of Special Needs or an Education, Health and Care Plan you should not complete this form. Please contact SEN Placement and Provision on 03000 265878 for further advice.

Name of Child: Male/Female (delete as appropriate)

Date of Birth: Current School Year Group:

Address:

Post Code: Telephone Number:

If you are soon to change address, please state your new address:

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Post Code: Moving Date:

Current School:

Local Authority where this school is located:

Has your child been permanently excluded from his/her current school? YES/NO (delete as appropriate)

Pupil's religion (if applying for a CE or RC Aided school):

Please state the school(s) of your choice in order of preference:-

1. _____

2. _____

3. _____

Does your child have a sibling who currently attends your preferred school? YES/NO (delete as appropriate)

If yes, please provide their details: Name: Date of Birth:

When would you like your child to start your preferred school:

Please state your full reasons for the transfer request:

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Signature of Parent/Carer: Date:
(With legal responsibility for the child)

Name of Parent/Carer: MR/MRS/MS/MISS
(With legal responsibility for the child)

Is the child looked after by a Local Authority: YES/NO (delete as appropriate)

If yes, please state which Local Authority the child is in care to:

FOR OFFICE USE ONLY Offer Refusal One Letter to Parent Informed School Spreadsheet

Notes

NOTES

1. Upon receipt of this application, the School Places and Admissions Team will liaise with your preferred school/s to establish if a place is available for your child. For applications for Community and Voluntary Controlled schools, a decision will be made within 5 working days. For applications for Voluntary Aided (Church) schools and schools situated in other Local Authority areas, a decision will be made within 10 working days.
2. If a place can be offered, you will be notified of this by letter. The letter will include a slip that you must return to the School Places and Admissions Team within 14 days to formally accept or decline the offer of a place. If you do want to accept the place you will need to contact the Head Teacher at the School to make arrangements for your child to start. **Please note if you do not accept the offer of a place within 14 days, it may be withdrawn and offered to another pupil.**
3. If a place cannot be offered at your preferred school/s, we will let you know how to place your child's name on the school's waiting list and/or appeal for a place.
4. A sibling is defined as: brother, sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and, in every case, the child must be living in the same family unit at the same address.
5. We reserve the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on this application.