



FOR OFFICE USE ONLY	DATE
Copy passed to School Admissions	

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.

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 your 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:		
Current Year Group:		
Gender:	MALE	FEMALE

HOME ADDRESS

POSTCODE:

School You Wish to Apply For	Details of siblings attending preferred school(s)	Reason for Preference

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

Section 1 To be completed by parent/carer

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

Current/previous school:	
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Address of school:	
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Is your child still attending?	YES	NO
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If no, date of leaving current/previous school

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:

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 3	To be completed by parent/carer	
DECLARATION AND CONSENT TO SHARE INFORMATION		
<p>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.</p> <p>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.</p> <p>I confirm that I have read and understood the notes relating to this application.</p> <p>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.</p> <p>I give my consent for the school admissions and pupil placements service to contact relevant agencies in order to validate this application.</p>		
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 <input type="checkbox"/> Father <input type="checkbox"/> Family member (live in same household) <input type="checkbox"/> Step-parent <input type="checkbox"/> Relative <input type="checkbox"/> Social Worker <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other (Please give details) <input type="checkbox"/>		
Signature of parent or carer:		Date:

IMPORTANT: Note to Parent/Carers:

If your preferred school is unable to offer your child a place, please contact staff in School Admissions on 0121 303 1888 (Option 4) who will be pleased to offer advice and guidance on what to do next.

Note to all schools/academies:

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