

# In-Year Transfer Application Form For RBWM Voluntary Aided, Academies and Free Schools

www.rbwm.gov.uk



**Complete a separate application for each school to which you wish to apply and return the form directly to the relevant school.**

Please ensure you read the Guide to In-Year Admissions before completing this application form. This guide is published online at [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

**USE THIS FORM ONLY IF YOU WISH TO APPLY FOR SCHOOLS LISTED BELOW:**

Altwood CE Secondary	Desborough College	St. Francis Catholic Primary
Braywick Court	Eton Porny CE First	St. Mary's Catholic Primary
Burchetts Green CE Infant	Furze Platt Senior	St. Michael's CE Primary
Charters Secondary	Holyport CE Primary	St. Luke's CE Primary
Cheapside CE Primary	Holyport College	St. Peter's CE Middle
Churchmead Secondary	Holy Trinity CE Primary (Sunningdale)	The Royal First
Clewer Green CE First	Knowl Hill CE Primary	The Windsor Boys' Upper
Cookham Dean CE Primary	Lowbrook Academy	Trevelyan Middle
Cox Green Secondary	Newlands Girls' Secondary	Trinity St. Stephen CE First
Datchet St. Mary's Primary	St. Edmund Campion Catholic Primary	White Waltham CE Academy
Dedworth Green First	St. Edward's First	Windsor Girls' Upper
Dedworth Middle	St. Edward's Middle	

You may be required to fill in an additional form directly with the school you are applying for. Please contact the school for more information or visit their website.

An alternative form is available to download from our website for any Community or Voluntary Controlled Schools **NOT** listed above. If you wish to apply for a school outside of the authority then you **MUST** contact the relevant admission authority.

**PLEASE USE BLACK OR BLUE INK AND CAPITAL LETTERS**

**Which school are you applying for?** *(Name one school only)*

School

This application should be returned directly to the school, along with any Supplementary Information Form (SIF) required by the school.

**Your child's Details** *(as stated on birth certificate)*

Forename:	Middle Name:	Surname:
<i>If your child has been known by another name please enter it here:</i>		
Date of Birth:	Male	Female
Current/Most Recent School:		
Home Address:		
		Postcode:

*\*The address must be the current, permanent address where your child lives. Any place gained by using a fraudulent address will be withdrawn.*

## Parent/Carer Details

Title: Mr/Mrs/Ms/Miss	Initials:	Surname:
Relationship to child:		Tel (Mobile):
Tel (Home):		Tel (Work):
Email:		
Address if different from above:		

## Additional Details

Please tick the appropriate box below for each question

Does your child have a statement of Special Educational Needs or an Education, Health and Care Plan? <i>If yes, please contact The Children and Young People Disability Service 01628 685878</i>	YES	NO
Is your child in the care of the Local Authority or previously looked after? <i>If yes, please attach documentary evidence</i>	YES	NO
Is the child above privately fostered? <i>Cared for by someone other than the parent without the involvement of the local authority</i>	YES	NO
Are you applying for a school place under Social and Medical grounds? <i>Please refer to the school's admission arrangements to determine if this criterion applies</i>	YES	NO
Has your child been absent for a total of more than 4 weeks in the last year?	YES	NO
Has your child ever been given a fixed term exclusion from school?	YES	NO
Has your child ever been permanently excluded from a school?	YES	NO
Have you had contact with an Education Welfare Officer or Social Services?	YES	NO
* If you have ticked 'Yes' for any of the above, please provide details (i.e. dates and reasons for exclusions / absences and contact details of EWO's/Social Workers) here:		
<i>Use and attach a separate sheet if required</i>		

## Transfer Details

When are you looking to transfer your child? (ASAP or Date)		
Are you transferring schools due to a change of address? <i>If yes, please provide details of your new address and your approximate move in date below</i>	YES	NO
Are you requesting to transfer schools but not moving address? <i>If yes, please state your reasons for transferring schools below</i>	YES	NO
Are you a Service/Crown Servant family due to move into the area? <i>Please provide evidence of posting</i>	YES	NO
*Please note your reasons for transfer, including any previous/new addresses, here:		
<i>Use and attach a separate sheet if required</i>		

## Sibling information

Does your child have a sibling currently attending the school? <i>Brother or sister – this includes half, adopted, or foster sibling</i>	YES	NO
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***\*If you have ticked yes, please provide details below:***

	Name	Date of Birth	School Attending
Sibling 1			
Sibling 2			
Sibling 3			

## Head Teacher's Signature

**Please discuss the transfer with your child's current Head Teacher and get this section signed by them.**

Print Name:

Head Teacher's  
Signature:

Date:

## Declaration

I confirm that I have read the information in the 'Guide to In-Year Admissions' (available online at [www.rbwm.gov.uk](http://www.rbwm.gov.uk)). I am the parent/carer of this child and I have the agreement of all people with parental responsibility to make this application, or there is a court order allowing this application. I declare that the information I have given on this form is correct and complete, and understand that any school place offer obtained through fraudulent or intentionally misleading information may be withdrawn.

- I enclose:
- a) supporting evidence if applying for a looked after child
  - b) supporting evidence if applying under social / medical grounds
  - c) If I am moving house, confirmation that my house purchase is legally binding or a formal lease agreement and evidence that I have completed the sale of, or ceased rental at my previous property. I have also enclosed a copy of a utility bill or current council tax statement to prove that I am living in my new property
  - d) If I am new to the UK, evidence that we are entitled to remain in the UK

Data Protection Act 1998 – The personal information collected on this form will be used by RBWM for the administration of school admissions. This information will only be shared with schools and other local authorities for the purposes of applying their admissions policy. The Council may also use this data in connection with the prevention or detection of other fraud or crime.

Your signature:

Your full name:

Date:

Day	Month	Year
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**PLEASE SEND YOUR COMPLETED FORM DIRECTLY TO THE SCHOOL YOU ARE APPLYING FOR**

**We advise that you keep a copy of the application form for your own reference.**

If you are having difficulty in finding a school place for your child at a Voluntary Aided, Academy or Free School please contact The School Admissions Team at The Town Hall by phone 01628 683870 or email [school.admissions@rbwm.gov.uk](mailto:school.admissions@rbwm.gov.uk) for further advice.