

HOW TO FILL IN THE SCHOOL ADMISSIONS IN-YEAR TRANSFER FORM

These explanatory notes are provided to help you complete the form correctly.

I should use this form if:

I **live in Oxfordshire** and my child is already of school age and I want to change to another Oxfordshire school; or

I **live outside Oxfordshire** and my child is already of school age and I want one or more Oxfordshire schools; or

I should not use this form if:

I **live in Oxfordshire** and my child is already of school age and I want one or more school(s) in another area – in this case I should apply via the local authority which is the co-ordinating authority for the new school(s) I want.

Section 1: Child's Details

The '*Legal Surname*' is the one on your child's birth certificate, adoption certificate or change of name deed poll. If your child uses a different surname on a day-to-day basis then you can enter that in the box below marked '*If your child is known by a different surname, state it here*'.

Fill in your child's first name, middle names (if any), gender and date of birth and select the year group for which you are applying. Please note that we generally process applications according to a child's chronological age. If a child should be considered for a year group which does not correspond to his/her chronological age, evidence will be required.

It is important that your address and postcode are correct because of the admissions rules for many Oxfordshire schools.

The address on this form should be the child's address at the time of application. Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then the address we will use for admissions purposes is the one registered by HM Revenue & Customs for Child Benefit purposes (proof of this must pre-date the application).

We may ask for confirmation of an address you have given. To confirm your new address we need one of the following:

- Copy of solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- Copy of tenancy agreement (page showing details of address and last page signed by landlord and tenant) – if the property will be rented; or
- Copy of your Council Tax Bill showing the same name(s) as in Section 5 of the application.
- Copy of letter from an employer (e.g. University College or Church) where accommodation is being provided by them and is tied to the new post/job; or
- Copy of Reservation Agreement for a new build property; or

- Copy of New Quarter information if this is a military posting with provided accommodation; or
- Copy of Assignment Order if this is a military posting but new quarter has not yet been notified.

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated (catchment) area which effectively denied a place to a child with a stronger claim), Oxfordshire County Council reserves the right to withdraw the offer of the place. This is in line with Paragraphs 2.12 and 2.13 of the School Admissions Code of Practice (February 2012) published by the Department for Education which states:

Withdrawing an offer or a place – An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused. [2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

The full School Admissions Code of Practice can be found at: www.education.gov.uk

Please fill in your child's current or most recent school and give the address and telephone number if this school is not in Oxfordshire.

There are then five further questions in this section which need to be answered and where extra information can be provided:

- *Does your child have a Statement of Special Educational Need?*

A very small number of children have a Statement of Special Educational Need. This is a special document written by a local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If you do not know if your child has a Statement of Special Educational Need then you should leave this question blank.

If a child has a Statement of Special Educational Needs the application will be processed by Oxfordshire County Council's Special Educational Needs Team not the Admissions Team.

If a child has a Statement of Special Educational Needs you will need to give details of the authority that currently maintains the Statement and a contact name and telephone number in that authority.

- *Is your child 'looked after' by a Local Authority or was he/she previously 'looked after'?*
Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If this child has a Social Worker, then please select 'Yes' to this question and give their name and contact details in the box underneath. You should also answer 'Yes' if your child was previously looked after but is no longer because he/she has been adopted or become subject to a residence order or a special guardianship order.
- *Does your child have a disability (as defined in the Equalities Act 2010) which affects his/her mobility or access to school?*

You can find the Act at: www.legislation.gov.uk/ukpga/2010/15/contents

If you think your child has a disability as defined in this Act that affects his/her mobility or ability to access a school, then you should give details in the space provided. You will need to provide evidence of this disability from a medical professional.

- *Does your child have any learning or medical needs?*

If your child has any particular needs that would affect their learning at school then you should answer 'Yes' and tell us about your child's needs here. You should also enclose information about these needs if you have it.

- *Have you moved into Oxfordshire as a new posting as Service or Crown Servant Personnel?*

Children of UK Service personnel (HM forces) or other Crown Servants must be treated as meeting the residency criteria for a particular area even if no house is currently owned in that area once proof of the posting has been provided. If you are moving into Oxfordshire as a result of a military or other government posting then you should answer 'Yes' to this question and provide a moving date in the space provided. It would be advisable to attach proof of the posting (e.g. copy of the Assignment Order) if available.

Section 2: Your preferences

You can list up to three schools that you would like your child to attend in this section.

You should put the school that you most want your child to attend as **First Preference**. Some schools in Oxfordshire have the same or similar name. If you select one of these, please ensure you make clear which school you want (e.g. provide the postcode or school code).

For each preference, you can give reasons for that preference.

Section 3: Reasons for Request for Admission or Transfer

Please tell us when you want your child to start the new school.

If you are applying for a change of school(s) because you have moved or will be moving, please tell us more about this. Please provide information about your new address. If possible you should provide confirmation of the new address (see section 1 above for information about what proof of address we accept).

Please use the 'other reasons' box to tell us any other information that supports your application that is not specific to the schools you have requested in Section 2.

If your child has a brother or sister already attending one of the schools you have listed in Section 2 then please give their details (name, date of birth and school name) in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister living at the same address as the child whose details are in Section 1.

Section 4: Schools responsible for their own admissions [optional]

You only need to complete this section if you have listed a school in Section 2 where the Governors are responsible for making decisions on admissions. These are Voluntary Aided, Trust or Foundation schools, Free Schools and Academies.

The Governors of these types of schools decide which children will be offered places. They may find the information in this section useful in assessing who should be offered places at their schools. The full admissions rules for these schools can be obtained direct from the school or found on Oxfordshire's website: www.oxfordshire.gov.uk/admissions

There is a space for you to write your child's faith or denomination. Information about yours or your child's religious affiliation is defined by the Data Protection Act 1998 as "sensitive personal data". You must give explicit consent for Oxfordshire County Council to collect this information and process it for the purposes of an application for a school place. See notes on Section 6 for further information about the Data Protection Act 1998 and the collection of personal data and sensitive personal data.

You can give details of your child's baptism (date and location) if appropriate.

If you are applying for a place at a school where the governors will need to make an admissions decision, that school may have an additional form which you must also fill in. If you are not sure if you need to fill in a supplementary form then you should contact the school concerned.

Some schools require proof that your child has been baptised. If you are sending in a baptismal certificate then Oxfordshire County Council will forward it to all the relevant schools on your behalf. If you are sending an original baptismal certificate and want it back then please say so on the application and provide a stamped, self-addressed envelope.

Section 5: Your details

This section should be completed with the details of at least one parent/carer living at the address shown in Section 1 who has parental responsibility for the child named in Section 1.

Section 6: Declaration

Please read the Terms & Conditions carefully, tick the box, then print name in the box and date the form.

By ticking the box and signing the form you have given your explicit consent to Oxfordshire County Council:

- to collect personal data and sensitive personal data on you and your child for the processing of your application for a school place;
- to disclose your personal data and your sensitive personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place;
- to obtain further information about your child including attendance and/or exclusion data from your child's current school if appropriate.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge. Oxfordshire County Council will store your personal data and sensitive personal data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

A full copy of the Data Protection Act 1998 can be found at:
www.legislation.gov.uk/ukpga/1998/29/contents

What to do next

If you have printed the form please return the completed form to:

School Admissions Team
Oxfordshire County Council – CEF Directorate
County Hall
New Road
Oxford
OX1 1ND

Or by fax to 01865 783198

Please enclose a stamped, self-addressed envelope or postcard if you require a proof of receipt. The Admissions Team will not provide confirmation of receipt of your application by telephone or by email.

If you have completed the form electronically, you can upload it using the upload facility on the website at: www.oxfordshire.gov.uk/schooltransfer This provides an automatic acknowledgement that your application has been received.