

Mid-term or “In Year” Application Form

Parents/Carers are asked to use this application form where a transfer from one school to another is at a time other than the start of Reception, Year 3 for Junior Schools or Year 7 for Secondary Schools. Once completed this form should be submitted to each of your preferred schools in Shropshire.

The notes below are intended to help you complete the application for a school place. If you require any further help please contact the Admissions Team by telephone number **0345 6789008** or email: **school-admissions@shropshire.gov.uk**.

Guidance Notes

Section 1: Pupil's details

- All information given on this form must be genuine. Any fraudulent information, particularly with regard to addresses could lead to an offer of a place being withdrawn. Random checks may also be made and applicants would be asked to produce verification of their address details.
- The address given must be the current genuine residence of the parent/carer who has parental responsibility for the child, and this would be expected to be the address at which the child is expected to reside for the majority of the time. (See Parents' Guide to Education).
- If the reason for a change of school is based on a move to a new address please enclose a solicitor's letter confirming the exchange of contracts or copy of a rental agreement.
- The address of a grandparent/other close relative or childminder is not acceptable.
- Short-term tenancy agreements simply to create in-catchment area status will not be acceptable.
- If not of British nationality, please provide passport and visa relevant to the child.

Section 2: Preferred Schools

- Please state up to 3 preferences in your priority order, giving the full name of the school.

Section 3: School attended at present

- Please state your child's current school, including its address, if outside Shropshire.
- Please give date last attended.

Section 4: Brother(s) or sister(s)

- Give details of any other siblings who may already be attending the preferred school at the time the child in this application would be due to start at the school.
- Please note that any sibling links in the Sixth Form do not apply.
- The sibling connection will only apply if both children are living at the same address as one family unit.
- A sibling is a brother or sister, half-brother or half-sister, step-brother or step-sister. Adopted or fostered children living at the same address will also be included.

Section 5: Reasons for Transfer

- Please state briefly the reasons for the transfer. If the reason is because of a house move please give details of when the move is expected to take place and what stage the move has reached.
- A copy of a solicitor's letter confirming exchange of contracts or a copy of a tenancy agreement will be required. Short term tenancy agreements to create in area status will not be acceptable.
- If there are any medical circumstances of your child, which you wish to be considered, written evidence from a medical expert must be provided. Parental medical circumstances are not usually taken into account when allocating places.
- Applications for transfer will only be considered where the anticipated move will take place within 6 weeks or half a term of the application.

Section 6: Statement of Special Educational Needs

- Children who have a Statement of Special Educational Needs will be given priority at the school which is appropriate for their needs. Their placement will be arranged through Inclusion Services. Please indicate on this form if your child has a Statement and which local authority issued the statement.
- If you are not sure if your child has a Statement please contact the Shropshire Council's Inclusion Services on Tel: 01743 254304 or your home Local Authority if you live outside Shropshire.

Section 7: Looked After Children

- Please indicate if the child for whom you are making an application is "looked after", or was previously "looked after" and then adopted.
- State which is the Local Authority that has arranged the care.

Section 8: Applicant's Details

- Please ensure that you give all of your details printed clearly and in capital letters. Address details must be genuine.

Section 9: Headteacher's Declaration

- If you live in Shropshire please ask your child's current headteacher to sign this form to show that he/she is aware that your child may be transferring to another school.

Section 10: Own Admission Authority Schools

- If your preferred school is an Admission Authority you may be invited to give additional information which may help to give you a higher priority for a place at the school. The Governing Bodies of these schools are responsible for their own policies, which may differ from that of Shropshire Council, and they may have different criteria.
- Catholic Schools will ask for copies of a Baptismal certificate and Church of England schools may ask for a letter of support from your church minister. These should be sent to the school with your application.

Section 11: Applicant's Declaration

- The declaration must be signed by parent or carer of the child before being submitted.
- Please note that you are required to have read the information given in the Parents' Guide booklet. If there is anything about the admissions process which you do not understand please contact the Admissions Team on Tel: **0345 6789008**.

Please Note: If you are refused a place on the grounds that the school is full in the relevant year group and need further assistance, please contact the Admissions Team on Tel: **0345 6789008** or email: school-admissions@shropshire.gov.uk

Disclaimer:

Please be aware that information given on your application form may be disclosed to local authorities, health authorities, schools, colleges or other places of education for the purposes of ascertaining your child's eligibility for a school placement. We reserve the right to make appropriate enquiries about the validity of information given on this form.