Important: you MUST read the information below before completing the attached application form.

Please remove this guidance sheet and keep it for your information.

How we will process your **Mid-Year** application

Sandwell community/controlled schools

A community/controlled School is one where the local authority (LA) has responsibility for admissions into the school. A list of all Sandwell schools can be found on our website. To ensure that we consider applications for places fairly we will collect any applications received during a particular week and consider them against the pupil numbers which we receive at the end of that week. We will aim to deal with an application for this type of school within **15** **school days**.

Non-Sandwell schools: **please do not complete this form**

For schools outside Sandwell, please contact the appropriate LA for advice about their school admissions process.

Sandwell self‑governing schools

A self-governing school is one where the governing body is responsible for admissions into the school not the local authority, as it is for Sandwell community/controlled schools as detailed above. A list of Sandwell self‑governing schools is included overleaf. If you apply for a school on the list, we will forward your application to the school so that it can be considered by the governing body. Once we are informed of the governors’ decision we will write to inform you of the outcome. As it is not the LA that makes the decision, an application for this type of school can take around **15 school days** to process.

Parents should note that admission authorities cannot guarantee a place for any child at their preferred school.

**Please note: we will not be able to process your request during a school holiday.**

Years 10 and 11

Moving a child in these particular year groups may not be in the best interest of the child. Not all schools offer the same subjects at examination level and may use different exam boards and offer different syllabuses.

Sandwell self‑governing schools

**Secondary schools and academies**

Bristnall Hall Academy\*

George Salter Academy

Holly Lodge School College of Science

Ormiston Forge Academy

Ormiston Sandwell Community Academy

Perryfields High School

Phoenix Collegiate

Q3 Academy, Great Barr

Q3 Academy, Langley

Q3 Academy, Tipton

RSA Academy

Sandwell Academy

Shireland Collegiate Academy

St Michael’s Church of England High School

Stuart Bathurst Catholic High School

West Bromwich Collegiate Academy

Wood Green Academy

Wodensborough Ormiston Academy

**Primary schools and academies**

Albert Pritchard Infant

All Saints CE Primary

Brickhouse Primary

Corngreaves Academy

Christ Church CE Primary

Devonshire Infant Academy

Devonshire Junior Academy

George Betts Primary Academy\*

Harvills Hawthorn Primary

Holy Name Catholic Primary

Holyhead Primary Academy

Jubilee Park Academy

Lightwoods Academy

Mesty Croft Academy

Moat Farm Junior Trust

Moorlands Primary

Ocker Hill Academy

Old Hill Primary

Old Park Primary

Our Lady and St Hubert’s Catholic Primary

Park Hill Primary

Rowley Hall Primary

Shireland Hall Academy\*

Shireland Technology Primary

Silvertrees Academy

Springfield Primary

St Francis Xavier Catholic Primary

St Gregory’s Catholic Primary

St John Bosco Catholic Primary

St John’s CE Primary Academy

St Margaret’s CE Primary

St Mary’s Catholic Primary

St Matthew’s CE Primary

St Paul’s CE Academy

St Philip’s Catholic Primary

Summerhill Academy

Tameside Primary

Temple Meadow Primary

Timbertree Academy

Victoria Park Primary Academy

Wednesbury Oak Academy

Wood Green Junior

\*Please note: These schools process their own applications and will write to parents and carers directly with the outcome.

Fair Access

All LAs are required to have a “Fair Access” Protocol in place. This ensures that vulnerable, excluded or “Hard to Place” pupils are placed fairly and equitably across the schools in the LA. If your child meets the Fair Access criteria, then your application might need to be considered by one of our Fair Access Panels and so could take longer to process than normal.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Revised January 2023 | |  | | | **ASU/76/MY** | | |
| **Secondary** | **Primary** | **On EMS** | **Student ID** | **SEN** | **LAC** | **CSS** | **FAP** |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Request for a mid‑year school place [mid‑year transfer]  ***Sandwell schools only*** |  |

Before submitting this form, you **must** ensure you read the attached information.

**Please note: if you leave any sections blank or provide misleading information this will delay the processing of your application.**

**Part 1: To be completed by parent/carer**

**Child’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Middle name** | | **Surname** |
|  |  | |  |
| Any other name child is known by: | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Day** | | **Month** | | **Year** | | | |
| Child’s date of birth: |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Year Group** | **Male/Female** |
|  |  |

**Child’s home address**

This must be the address where the child lives. If this is different from the parent/carer’s address given on **page 6**, please explain why on a separate piece of paper. If the child lives at two separate addresses, please state the address that the child lives at the majority of the school week (Sunday-Thursday).

|  |  |  |  |
| --- | --- | --- | --- |
| House number/name: |  | | |
| Street name: |  | | |
| Town: |  | Postcode: |  |

Please state your preferred Sandwell school(s).

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *For office use only* | |
|  | School name | *DfE number* | *Status* |
| **1st preference** |  |  |  |
| **2nd preference** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If we are unable to offer either of your preferences would you like to be offered an alternative school? | Yes |  |  | No |  |

If you are applying for school places for other children, please complete a form for each child. **An application cannot be made without a form being completed for each child.**

If your child has a brother or sister at your preferred school, please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s): |  | Date of birth: |  |
| School: |  | | |

If your application is because of a change of address, please provide previous address details below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Postcode: |  | Date moved: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is your child an: | Asylum seeker? | Yes |  | No |  | Refugee? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please state when the child arrived in Britain. Please state month and year of entry and include a **copy of** **your child’s passport and visa.** We may use this information to contact the UK Border Agency. |  |  |  |  |
| Month: |  | Year: |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Nationality (if not British): |  |
| Home language: |  |
| Country of origin: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the child speak English? | Yes |  |  | No |  |
| Does the parent/carer speak English? | Yes |  |  | No |  |

If your child is in the care of a local authority, please add detail below:

|  |  |
| --- | --- |
| Local authority: |  |
| Social Worker: |  |
| Email address: |  |
| Phone number: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does your child have a statement of Special Educational Needs (SEN) or Educational Health and Care Plan? | Yes |  |  | No |  |
|  | | | | |
| Does your child have a disability? | Yes |  |  | No |  |
| If yes, please state the nature of the disability: | | | | | |
|  | | | | | |

If you are applying for a place on denominational (religious) please state which religion:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please name your child’s current/last school, including local authority if not Sandwell, and first date attended.** | | | |
| School: |  | | |
| Email |  | | |
| Local authority: |  | Start Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is your child still attending this school regularly? | Yes |  |  | No |  |

|  |  |
| --- | --- |
| If No, please indicate last day attended: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Has your child had any exclusions from any school?  If yes, please provide brief details of the exclusions below. | Yes |  |  | No |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School: |  | Date of exclusion(s): |  | Reason(s): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Has your child’s current school suggested you transfer your child? | Yes |  |  | No |  |
|  | | | | |

**Please ✓ the box which most accurately reflects your reason for transfer**

|  |  |  |  |
| --- | --- | --- | --- |
| Bullying | |  | New to UK |
| Curriculum issues (including quality of teaching) | |  | Returning to UK |
| Denominational (religious) reasons | |  | New to Sandwell |
| Distance from home | |  | Permanent Exclusion |
| Domestic problem | |  | Sibling at the School |
| House move within Sandwell | |  | Traveller |
| Issues with other parents | |  | Armed Forces Family |
| Other provision – please state reason: |  | | |

**Parent’s/Carer’s details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Forename: |  | Surname: |  |

|  |  |
| --- | --- |
| Relationship to child: |  |

|  |  |
| --- | --- |
| Home phone no. |  |
| Daytime phone no. |  |
| Mobile no. |  |
| Email address: |  |

**Address (if different from child’s address given on page 1)**

|  |  |
| --- | --- |
| Who child resides with if not parent/carer: |  |

|  |  |
| --- | --- |
| Relationship to child: |  |

|  |  |
| --- | --- |
| House number/name: |  |
| Street name: |  |
| Town: |  |
| Postcode: |  |

**Completion of checklist and signature of Parent/Carer**

**Checklist**

Please complete the tick box to ensure you have sent all necessary documents.

Do not send originals, only copies need to be provided

|  |  |  |
| --- | --- | --- |
| **Evidence of** | **Documents required** | **Included (✔)** |
| Proof of address | Either: Council Tax Bill;  Tenancy/Mortgage agreement |  |
| Part 2 | Current / previous school completed part 2 of form. |  |
| Identification | Child’s passport (if applicable) |  |
| Asylum Status | Visa (if applicable) |  |

|  |  |
| --- | --- |
| Signature of Parent/Carer: |  |
| Date: |  |

**Admissions Service, Sandwell Council House, PO Box 16230, Freeth Street, Oldbury, B69 9EX. Parent support line: 0121 569 6765.**

Now take this form to your child’s present school (if applicable).

The school must complete pages 8 and 10.

**Part 2: To be completed by your child’s present school**

**Note to school: It is essential that all sections of this application are completed and returned to the address on page 7, or emailed to the address on page 10, within three school days.**

|  |  |
| --- | --- |
| Child’s name: |  |
| School name: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Can you confirm that the information about the applicant is correct? | Yes |  |  | No |  |
|  | | | | |
| If no, please supply supporting evidence. | | | | | | |

|  |  |
| --- | --- |
| 1. | Please give any available information about the circumstances which have led to the parent’s request. |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2. | Do you believe that a change of school would be in the best educational and social interests of the child? | Yes |  |  | No |  |
|  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. | Do you consider that this child is “Hard to Place” as set down in the Sandwell Fair Access Protocol?  **(If yes, please complete question 5 below.)** | Yes |  |  | No |  |
|  | | | | |
|  |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. | Does the pupil have an EHCP? | Yes |  |  | No |  |
|  | 1. Is the pupil on the SEN Stage Code of Practice for behaviour? | Yes |  |  | No |  |
|  |  | | | | |
|  | 1. Is the pupil on the SEN Stage Code of Practice for learning? | Yes |  |  | No |  |

|  |  |  |
| --- | --- | --- |
| 5. | For pupils designated as “Hard to Place” please attach the following *(if applicable)*: | |
|  | 1. Pupil incident log (including details of all fixed term exclusions in the last 12 months) |  |
|  |  |
|  | 1. IEP |  |
|  | 1. PSP |  |
|  | 1. BSP |  |
|  | 1. Home/School Agreement |  |
|  | 1. Risk Assessment |  |
|  | 1. Attendance print‑out (please include print‑out for last full academic year as well as current year) |  |
|  |  |
|  | h) Details of other strategies used | |
|  |  | |

|  |  |
| --- | --- |
| 6. | **Intervention by other agencies.** |
|  | Please give details of any intervention by the following agencies: |

|  |  |  |
| --- | --- | --- |
| **Agency** | **Details**  (please include contact details if applicable) | **Additional papers (✔) attached *(please list)*** |
| Inclusion Support  EP  BST  SENAT L |  |  |
| CAMHS |  |  |
| Social Care |  |  |
| YOT |  |  |
| EWS |  |  |
| LACE |  |  |
| Other  (Please give details) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. | **Academic achievement/SATs Results** | | |
| **Subject** | | **Grade/SATs Level** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

Important

**Please complete the tick box (✔) to ensure you have sent all necessary documents in relation to:**

|  |  |
| --- | --- |
| Child’s name: |  |

|  |  |
| --- | --- |
| **Documents Attached/Required** | (✔) |
| Attendance Record |  |
| IEP |  |
| SEN Information |  |
| BSP |  |
| Attainment Levels |  |

I confirm this is an accurate account of the child stated above.

|  |  |
| --- | --- |
| Signature: |  |
| Position: |  |
| Date: |  |

Privacy notice

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

**Thank you for your cooperation**

To enable the local authority to process this request without delay, please return by first class post to the address on page 7 or email to: [midyear\_admissions@sandwell.gov.uk](mailto:midyear_admissions@sandwell.gov.uk)

*The data entered onto this form can be used by the council for the purpose of verifying electoral registration details.*