

# APPLICATION FOR A SCHOOL PLACE

Use this form if you live in Solihull. Fill in one form for each child. You can apply for any school using this form.



Moving your child to another school is a very serious step. It is important that you consider whether a transfer is really the best option. If your child is experiencing difficulties at school a transfer may not solve the problem. Talking to your child and staff at your child's present school can resolve most problems so that a move is avoided. If the circumstances are complex it will take longer to process your application.

Your child must continue attending their current school until you are offered a new school place. Parents are responsible, by law, to ensure that their children attend school every day (Education Act 1996, Section 444) and are liable to prosecution if the child is absent without authorisation from the school.

Please read the accompanying notes before you complete this application form.

## Section 1: to be completed by parent or carer

School(s) you want to apply for		Details of brother or sister attending preferred school(s)	
1		Name	
		DOB	
2		Name	
		DOB	
3		Name	
		DOB	

*List the schools you want to apply for in order of preference*

<b>When would you like your child to start the school?</b>	
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<b>If you are apply for a voluntary-aided (church) school list the school(s) on this form and contact the school to find out what else you need to do</b>
What is your religion?

<b>Child's details</b>			
Surname			
Forename		Middle name	
Date of birth		Gender	Male / Female

<b>Home address</b>			
Flat no / building name			
Number / street			
District			
Town		Post code	

<b>Contact details for parent or carer</b>			
Title eg: Mr/Mrs/Miss/Ms		Telephone (day)	
Surname		Telephone (evening)	
Forename		Telephone (mobile)	
Relationship to child		Does this person have parental responsibility?	<b>Yes / No</b>

*If you need help phone School Admissions on 0121 704 6693*

## Section 1 continued: *to be completed by parent or carer*

New address if you are moving house			
Flat no / building name			
Number / street			
District			
Town		Post code	
Estimated date of move			
<i>You can send this application form before you have moved. We will need a copy of the letter confirming exchange of contracts and completion date, or copy of the relevant part of the tenancy agreement, when it is available. Attached <input type="checkbox"/></i>			
Why do you want to transfer your child to another school?			

Exceptional circumstances
<i>If you want 'exceptional circumstances to be considered for a community school you must name the school and provide independent supporting information - without this 'exceptional circumstances' will not be considered.</i>

Additional information (complete all sections that apply to your child)			
Current/previous school			
School telephone number			
Current/previous school start and leaving dates			
Is your child still attending regularly?	<b>Yes / No</b>	If no, give reason and the last date your child attended below	

Is your child in public care?	<b>Yes / No</b>	If yes, which local authority?	
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Are you and your child citizens of the UK or European Union?			<b>Yes / No</b>
If no please provide proof of your right to remain (i.e. copy of passport and visa)			<b>Attached <input type="checkbox"/></b>
Are you and your family seeking asylum?	<b>Yes / No</b>	Date of arrival in UK	
Does your child speak fluent English?	<b>Yes / No</b>	What is your child's first language?	

Has your child ever been excluded from any school?	<b>Yes / No</b>
If yes, give dates of fixed term and/or permanent exclusions	

Has your child been monitored or been on report for poor behaviour?	<b>Yes / No</b>
Are any other agencies involved with your child eg. Education Welfare/YOS/YISP/Connexions/CAMHs	
Please provide details and name of contact(s)	

<b>If your child is experiencing difficulties</b> please explain what contact you have had with school regarding this. When was the last meeting with school, with whom did you meet and what was the outcome?

## Section 2: to be completed by the child's current or most recent school

Current or most recent school	
Name	
Name of person completing this form	
Position	
Can you confirm that the information provided by the applicant is correct?	<b>Yes / No</b>
Attach attendance record and tick the box	<input type="checkbox"/>
If this application is for a pupil in current Year 10 or 11 please attach a list of examination subjects, boards and predicted grades, and tick the box	<input type="checkbox"/>

Key stage results			
Subject	English	Mathematics	Science
Most recent teacher assessment			
Most recent test result			

<b>SEN Stage</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> School Action	<input type="checkbox"/> School Action Plus	<input type="checkbox"/> Statemented
Strategies used to support this child				
Learning mentor time		If yes, number of hours		
Details of support:				
Has an IEP been completed? If yes please tick and attach a copy			<b>Yes / No</b>	<input type="checkbox"/>

Exclusions		
Number of fixed term		N/A
Total number of days		N/A
Attach incident log and tick the box	<input type="checkbox"/>	N/A
Attach PSP and tick the box	<input type="checkbox"/>	N/A
Date of last Governors' Discipline Committee Meeting		N/A

Other involvement:	Name of contact	Phone number
Education Welfare <input type="checkbox"/>		
Social Services <input type="checkbox"/>		
Education Psychologist <input type="checkbox"/>		
YOS <input type="checkbox"/>		
CAMHs <input type="checkbox"/>		
Has a CAF been completed? <input type="checkbox"/>		
Others, please name <input type="checkbox"/>		
None <input type="checkbox"/>		

Any other information relevant to this application, for example social, educational or disciplinary issues
<b><i>Thank you for completing this section. You must keep the circumstances of this application confidential, as an application may not lead to an offer of a place. Please return this form to the parent or carer.</i></b>

### Section 3: to be read and signed by the parent or carer

#### Declaration and consent to share information

**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.**

I confirm that I have read and understood the notes relating to this application.

I certify that the information, which 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.

I give my consent for the school admissions team to contact relevant agencies in order to validate this application.

Signature of parent or carer ..... Date .....

**Before posting your application please check that you have enclosed all necessary documentation. This will enable us to process your application more efficiently.**

- Have you completed sections 1 and 3 of the application form?
- Has your child's current or most recent school completed section 2 of the application form?
- If you have moved house have you included relevant documents as proof of your new address?
- If you are applying for a voluntary-aided (church) school have you contacted the school? You may need to complete a supplementary information form or provide them with additional evidence for them to consider against their oversubscription criteria.
- Have you checked and signed the form?

***If the application is incomplete it will be returned to you***

**Please return this form to:**

**School Admissions Team  
PO Box 20  
Council House  
Solihull  
B91 9QU**

**Phone: 0121 704 6693**

**Fax: 0121 704 6653**

**Email: [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk)**

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