



REQUEST FOR CHANGE OF SCHOOL

Please fill in both sides of this form if you want a change of school for your child. Unless this request is due to a house move please consider the following points before going ahead with the request:

- Have you talked to the Headteacher of your child's current school about moving your child, if so we need to know what of has been done to resolve the situation?
- Have you allowed enough time for the school/child/parents to implement the suggested changes?
- Have you thought about how this will affect your child's continued education e.g. SATs (Y2 or Y6) GCSE options (Y10 and Y11)

Section 1 – Child's details	Section 2 – Your details
Child's name	Mr/Mrs/Miss/Ms/Dr.....
Date of Birth Gender M/F	Name
Child's address	Relationship to child
.....	Address: (if different from child's address)
Child's Current School
Year Group	Phone: Mobile:.....

If you are moving house please tell us the new address and date you are moving:

.....

.....Date:.....

- Is your child in Public Care (This is, looked after by the Local Authority)? Yes No
If yes, please give the name of the Social Worker
- Do you or your child/ren currently work with any outside agencies e.g. speech and language/family workers/social works/CAHMS/Harbour/Alliance etc? Yes No
Please tell us which agency
- Does your child have a Statement of Special Educational Needs (SEN)? Yes No
If no, are they on School Action or School Action Plus?
If they are, please tell us if they receive extra help in their current school?
.....

Please tell us why you want your child to change schools. If it is to do with concerns about your child's current school, please tell us what has been done to put things right. If you do not give us this information, it may delay the processing of your request. Please turn over and fill in your preferred schools.

.....

.....

.....

.....

.....

.....

.....

Please list your preferred schools below in order of preference. We will always try to allocate your first preferred school, but this may not always be possible.

Preference 1

Sibling name at this school.....

Preference 2

Sibling name at this school.....

Preference 3

Sibling name at this school.....

PROCESS FOR CHANGES OF SCHOOL DURING THE SCHOOL YEAR

- The Local Authority now process all applications for school places in Community, Voluntary Aided (VA) Roman Catholic (RC), Church of England (CE) Schools and Academies.
- We will process your request within 5 and 10 school days (school holidays are not counted) unless your child has a history of behaviour and/or exclusions as we may need to involve other professionals. In these circumstances it may not always be in your child's best interest to change schools.
- If we receive more than one application for any particular year group in a school and there is only one space, we would apply our admission policy to allocate the place. This is in line with our published information with the Primary and Secondary Booklet. This is available on our website www.stockton.gov.uk/schooladmissions and in schools and libraries.
- We will contact your current and preferred schools to let them know about the request.
- If you receive free school transport or a free bus pass, if you change your child's school, your circumstances will be reassessed. You can get more information about this by phoning the Community Transport Team on (01642) 527117

IMPORTANT: If your child is already attending a school in this area, you should ensure that they continue to attend their current school until the request is confirmed.

Declaration

As far as I know, the information I have given on this form is complete and true

Your signature: **Date:**

Print Name:

Please return to: School Admissions Section, Children Education & Social Care, Municipal Buildings, Church Road, Stockton on Tees TS21 1XE

Data protection Act 1998: We will use the information you give on this form to process your transfer application. We will hold it on our computer system, and it is protected by the Data Protection Act. We may also share your information with other services in the authority and any other admission authorities that are involved.