

In-Year Transfer Application Form

This application is for children wishing to apply for a transfer to RBWM **Voluntary Aided school, Academy or Free School as listed below**

You should complete a separate application for each school to which you wish to apply and return the form directly to the relevant school.

Please ensure you read the Guide to In-Year Admissions before completing this application form. This guide is published online at www.rbwm.gov.uk



Altwood CE Secondary	Desborough College	St Edwards RF Middle
Braywick Court Primary	Furze Platt Senior	St Francis Catholic Primary
Charters	Holy Trinity CE (Sunningdale)	St Marys Catholic Primary
Cheapside CE Primary	Holyport CE Primary	St Michaels CE Primary
Churchmead CE Secondary	Holyport College	St Peters CE Middle
Clewer Green CE	Knowl Hill Academy	The Royal
Cookham Dean CE Primary	Lowbrook	Trinity St Stephen CE First
Cox Green	St Edmund Campion Catholic	White Waltham CE
Datchet St Marys CE Primary	St Edwards Catholic First	

Which school (listed above) are you applying for? *Name one school only*

School	
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This application should be returned directly to the school listed above, along with any Supplementary Information Form (SIF) required by the school.

Your child's details

Please fill in this form using black or blue ink and CAPITAL LETTERS

Surname:

First name: Middle name:

If your child has been known by another name please enter it here:

Date of birth:

Day	Month	Year
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 Gender:

Female	Male
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Most recent school:

Name:	Town:
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Current Address details

Your child's current address and postcode - *This must be your child's current, permanent address. Any place gained by using a fraudulent address will be withdrawn.*

House name / number:	
Street:	
Town / Village:	
County:	Postcode:

Parent/Carer details

Mr/Mrs/Miss/Ms

Initial

Surname

Home Tel. No.

Mobile Tel. No

Email

Relationship to Child

Additional details

Please tick the appropriate box below for each question

Does your child have a statement of special educational needs? *(If yes, please contact the RBWM SEN Department on 01628 796779)*

Yes

☐

No

☐

Is your child in the care of the Local Authority? *(If yes, please attach documentary evidence)*

Yes

☐

No

☐

Has your child been absent for a total of more than 4 weeks in the last year?

Yes

☐

*

No

☐

Has your child ever been given a fixed term exclusion from a school?

Yes

☐

*

No

☐

Has your child ever been permanently excluded from a school?

Yes

☐

*

No

☐

Have you had contact with an Education Welfare Officer or Social Services?

Yes

☐

*

No

☐

*** If you have ticked 'Yes' for any of the above, please provide details (i.e. dates and reasons for exclusions / absences and contact details of EWO's/Social Workers) here:**

Use and attach a separate sheet if required

Transfer Details

When are you looking to transfer your child? (ASAP or Date)

Are you transferring schools due to a change of address? *(If yes, please provide details of your new address and your approximate move in date)*

Yes

☐

No

☐

Are you requesting to transfer schools but not moving address? *(If yes, please state your reasons for transferring schools below)*

Yes

☐

No

☐

If you are a Service/Crown Servant family due to move into the area please tick here. *(Please provide evidence of posting)*

☐

Does your child have a sibling (brother or sister – this includes half, adopted, or foster sibling) attending the school currently?

Yes

☐

No

☐

If you have ticked yes, please provide details below:

	Name	Date of Birth
Sibling/s		

Please use the box below to note down your reasons for requesting an in-year transfer along with the reasons why you are applying for this school. Use this space to list any previous addresses and the dates of any planned move.

Head teacher’s Signature

If you are transferring from one RBWM to another RBWM school you must discuss the transfer with your child’s current Head teacher and get this section signed by them. Forms will be returned if a signature is not provided.

Head teacher’s signature:

Print Name:

Date:

Declaration

- I declare that I have read and understood the online 'Guide to In-Year Admissions'.
- I declare that all the information I have given on this form is correct.
- If you deliberately give false information, you must expect that we will withdraw the offer of a school place.
- Data Protection Act 1998 – The personal information collected on this form will be passed to RBWM for the administration of school admissions. This information will only be used for the purposes of applying the relevant admissions policy. RBWM may also use this data in connection with the prevention or detection of other fraud or crime.
- The School is entitled to request further information to verify the details given on this form are correct.

I enclose: a) **Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (if I have never supplied proof previously to this school)**

Forms will be returned if evidence is not provided

b) **Evidence that I have completed the sale, or ceased rental, of my previous property (if I have moved address and my previous address was within commutable distance of this school)**

c) **Any Supplementary Information Form (SIF) required by the school**

Your signature:

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Your full name:

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Date:

Day	Month	Year
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Please send your completed form to the school to which you are applying

We advise that you keep a copy of the application form for your own reference.

If you require any assistance with completing this form please either call your preferred school for advice or for general advice please call the RBWM Customer Contact Centre on 01628 683870