THE VALE OF GLAMORGAN COUNCIL DIRECTORATE OF LEARNING & SKILLS

APPLICATION FOR ADMISSION/TRANSFER TO A COMMUNITY SECONDARY SCHOOL

NOTE: Applications for admission to Voluntary Aided Catholic and Church in Wales schools should be made directly to the appropriate school (see note I)

PLEASE READ THE NOTES FOR GUIDANCE LOCATED ON THE LAST PAGE BEFORE COMPLETING THE APPLICATION FORM

PART A PARENT(S) GUARDIAN(S) INFORMATION

Please provide the below information on persons with parental responsibility for the child/ren named on this application.

PARENTS/GUARDIANS WITH PARENTAL RESPONSIBILITY			
PARENT/CARER 1 (with Parental Responsibility)	MR/MRS/MS/MISS/DR	FULL NAME:	
ADDRESS :		IS THIS THE PUPIL'S ADDRESS?:	☐ YES ☐ NO
RELATIONSHIP TO PUPIL (e.g. mum, dad):		EMAIL ADDRESS:	
HOME TEL NO:		MOBILE TEL NO:	
PARENT/CARER 2 (with Parental Responsibility)	MR/MRS/MS/MISS/DR	FULL NAME:	
ADDRESS:		IS THIS THE PUPIL'S ADDRESS?:	☐ YES ☐ NO
RELATIONSHIP TO PUPIL (e.g. mum, dad):		EMAIL ADDRESS:	
HOME TEL NO:		MOBILE TEL NO:	

☐ I have read the Parental Guide to School Admissions and understand that the application is subject to the terms and conditions outlined in this document.

☐ I confirm that I have parental responsibility for the pupil and have obtained the agreement of all other persons who have parental responsibility for the pupil to make this application.

You should inform the Local Authority if providing the above information is not possible.

Where there is shared parental responsibility, all parents **must** be in agreement about the application. You have a legal duty to ensure that you have notified all persons with PR regarding this application.

That any reference to "Parent" used in this application form includes:

- All natural parents;
- Any person, although not a natural parent, who has parental Responsibility (PR) for the

child/young person;
● Any person who, although neither a parent nor a person with PR, has care of the child/Young Person.

• IF YOU ARE NOT THE PARENT, LEGAL GUARDIAN OR CLOSE RELATIVE, (E.G. Grandparent, Brother, Sister, Uncle, Aunt) YOU HAVE A LEGAL RESPONSIBILITY TO INFORM CHILDRENS SERVICES

IF MOVING INTO THE AREA, PLEASE PROVIDE DETAILS OF PREVIOUS ADDRESS

PREVIOUS ADDRESS	
POST CODE:	
TIME AT ADDRESS	Years Months

PART B PUPIL(S) INFORMATION

PLEASE INCLUDE ALL CHILDREN IN THE FAMILY OF SCHOOL AGE WHO YOU WANT TO TRANSFER SCHOOLS

NAME(S) OF CHILDREN (Forename/Surname)	**Middle Name**	**Gender**	**DOB**	**Present/Previous School**	**New School Requested**

***Please confirm if the present/previous school is a mainstream school or specialist school/resource base**

_____

_____

• IS THE CHILD A CURRENTLY OR PREVIOUSLY LOOKED AFTER CHILD BY THE LOCAL AUTHORITY? (E.G An adopted child or special guardianship order) ☐

(Please ✓ box if applicable)

• IS THE CHILD SUBJECT TO A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR INDIVIDUAL DEVELOPMENT PLAN? (Please ✓ box if applicable) ☐

• DOES THE CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS NOT COVERED BY A STATEMENT OR INDIVIDUAL DEVELOPMENT PLAN? (Please ✓ box if applicable) ☐

• IS THE CHILD CURRENTLY DESCRIBED AS A YOUNG CARER? (Please ✓ box if applicable) ☐

• IS THE CHILD A SERVICE CHILD (PARENT's CURRENTLY SERVING OR HAVE SERVED WITHIN THE PAST SIX YEARS IN ARMY, NAVY, RAF OR AS A RESERVIST)?

• IS THE CHILD SUBJECT TO AN EXCLUSION FROM THE PRESENT SCHOOL
(Please ✓ box if applicable) ☐

• HAS THE CHILD RECENTLY ARRIVED FROM OUTSIDE THE UNITED KINGDOM
(Please ✓ box if applicable) ☐

As a Local Authority we value multilingualism

Please provide details i.e. country arrived from, date of arrival, first language, religion etc. so that appropriate support and reasonable adjustments can be put in place if required.

PART C — I WISH TO APPLY FOR A PLACE ON THE FOLLOWING GROUNDS
(Please ✓ boxes as appropriate)

1. RESIDENCE WITHIN THE CATCHMENT AREA ☐

(Please provide proof of residency i.e. copy of Exchange of Contract/Long Term Rental Agreement or Council Tax statement and recent utility bill)

2. TAKING UP RESIDENCE WITHIN THE CATCHMENT AREA ☐

(Please provide proof of residency i.e. copy of Exchange of Contract/Long Term Rental Agreement or Council tax statement and recent utility bill)

3. COMPELLING MEDICAL / SOCIAL GROUNDS ☐

(Written recommendations from a medical practitioner, social worker or similar professional will be required giving detailed reasons for the pupil's admission to this particular school)

4. THE ATTENDANCE OF AN OLDER BROTHER OR SISTER ☐

(Please give names and dates of birth of older children)

Name	D.O.B	Name	D.O.B.

5. OTHER REASONS
(Please give additional reasons in support of your request, attaching further information you believe is relevant)

PART D **PLEASE COMPLETE THE FOLLOWING IF YOUR CHILD IS IN YEAR 10 OR OVER**

(Changing schools at this stage of your child's school career requires serious consideration and should be avoided as far as possible)

COURSE OPTION INFORMATION – Please provide details of the Option courses currently being taken by your child

SUBJECT	SUBJECT	SUBJECT

Where parents knowingly give false information in order to obtain the advantage of a particular school for their child to which they would not normally be entitled, they may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.

DATA PROTECTION ACT 2018: The information you give on this form will be used for the purpose of processing your application. The information you have provided may be used to prevent and detect fraud, and by signing this form you are giving us authorisation to contact our Council Tax Department for verification of your residence at the above address and for the School Admissions team to share your contact details with our Council Tax team. The information may be shared for the same purpose with other organisations.

SIGNED: _____ DATE: _____
(Parent / Guardian)

PLEASE ENSURE THE SECTION BELOW IS COMPLETED BEFORE SUBMISSION. APPLICATIONS WILL NOT BE PROCESSED UNLESS THE SECTION BELOW IS COMPLETED

Headteacher Section:
To be completed by pupil's current or most recent school

The Headteacher (or Head of Year) at the pupil's current or any previous schools attended MUST complete this section before we can process the application. The form needs to be stamped with the school stamp. Failure to gain completion of this section will delay the application being processed.

Pupil's Name:	**Pupil's Date of Birth:**
Present or Most Recent School:	

Does the pupil require any additional support or intervention in relation to any of the following? Please tick (If YES please include most recent copy of IEP)

School maintained IDP	☐	LA maintained IDP	☐		
School Action	☐	Hearing Support Service	☐	Visual Support Services	☐
School Action Plus	☐	Youth Offending Service	☐	EAL Support	☐
Statemented	☐	Behaviour Support Services	☐	Educational Psychologist	☐
Under Assessment	☐	CAMHS	☐	Medical Consultant	☐
Health Visitor	☐	Child Protection	☐	Child In Need	☐
Social Services	☐	Looked After Children	☐	Child Sexual Exploitation	☐
Other (please specify):		Traveller Education Service	☐	EYST	☐

……

Please give % attendance and number of unauthorised or absences	**Current Academic Year**	**%**	**Number of Unauthorised Absences**	
	Previous Academic Year	**%**	**Number of Unauthorised Absences**	

Exclusion History	**Number of Fixed Term Exclusions**		**Total Number of Days**	
Please give reasons & attach PSP if applicable				
Interactions with peers and staff				

KS2 Levels	**KS3 Levels**	**CAT**	
English	English	Verbal	Non-Verbal
Maths	Maths	Quantative	Mean
Science	Science		

Proposed GCSE Courses – if applicable		

Has the parent discussed the transfer request with you and are there any reasons why you feel this change of school would be detrimental to the pupil in any way?

Name:		**School Stamp**
Position Held:		
Signed:	**Date:** ...../...../.....	

Please return this form to: The Vale of Glamorgan Council, Learning & Skills, Civic Offices, Holton Road, Barry, CF63 4RU – Telephone: 01446 700 111 or alternatively email Admissionssecondary@valeofglamorgan.gov.uk

NOTES FOR THE GUIDANCE OF PARENT(S) / GUARDIAN(S)

Before you complete this form it is important that you read the following:

a. An application may only be made by the parent(s) or legal guardian(s), providing documentary evidence of full parental responsibility where appropriate.

b. Parents can ask to change schools at any stage of their child's education. There may be a variety of reasons for this but unless you are forced to do this because you are moving house, we strongly advise you to discuss such a request with your child's Headteacher in the first instance. There may be strong educational reasons why a transfer should not take place that you need to consider.

c. If there is a place available in the age group at the school you would like your child to attend, your child's admission will be authorised and you will be asked to liaise with the Headteacher regarding the date of admission. If no vacancy exists an alternative school will be offered, or we will suggest that your child remain at their current school. If your application is unsuccessful, you will be given the opportunity for your request to be considered by an Independent Appeal Panel.

d. Where a request relates to a pupil in Year 10 or 11 details of the option courses being taken must be provided in Part D of this form. It is unlikely that these option choices will be able to be matched and parents should therefore consider very carefully the implications for their child's education before making such an important decision.

e. Where a request is made because of a change of address you should ensure that adequate notice is given for the transfer to be arranged.

f. Pupils should continue to attend their present school until an alternative placement has been arranged.

g. In certain cases proof of residency will be required.

h. Where parents give false information in order to obtain the advantage of a particular school for their child to which they would not normally be entitled, they may be guilty of an offence under Section 5(b) of the Perjury act 1911. Where there is evidence of this, any offer of a school place based on this information will be withdrawn.

i. Where parents express a preference for a school other than their catchment area school and the Council is able to agree to their request parents will be expected to meet the full cost of travelling expenses.

j. Admission of a child to a school does not guarantee the future admission of any siblings.

k. A decision will be conveyed to you as soon as possible but you should be aware that this could take up to **10 school days**. Please await written confirmation of the result of your application.

l. If you wish your child to attend a Catholic or Church in Wales Primary School, **other than** Gwenfo C/W Primary School, Peterston C/W Primary School, or St Nicholas C/W Primary School, application forms must be obtained from the appropriate school. The Governing Body of the other Church in Wales Primary schools are the admission authority for those schools and are therefore responsible for considering your application. Applications for Gwenfo C/W Primary School, Peterston C/W Primary School, and St Nicholas C/W Primary School are considered by the Vale of Glamorgan Council. In respect of secondary education applications for Whitmore Comprehensive School, Pencoedtre Comprehensive School, Cowbridge Comprehensive School, Llantwit Major Comprehensive School, St Cyres Comprehensive, Stanwell and Ysgol Gyfun Bro Morganwg are considered by the Vale of Glamorgan Council, and application forms can be obtained from the Civic Offices. However if you would like your child to attend St Richard Gwyn Roman Catholic school, they are their own admissions authority and you will therefore need to contact the school direct in order to apply for a school place.