

# In-Year Admission to Primary School

## Part two

### Information for Parents and Carers:

If you are transferring between schools in Bolton this part of the form must be completed by your child's current school or the school they last attended.

### Information for the current or previous school:

Please complete this form as fully as possible, otherwise the form may be returned for more information which may delay the application.

### Section 1 - School details

<b>Name of school</b>	
<b>Contact name</b>	
<b>Designation</b>	
<b>Contact number</b>	
<b>Email address</b>	

### Section 2 - Child details

<b>Surname</b>		<b>Forename(s)</b>		
<b>Date of birth</b>		<b>Male/female</b>	<b>Year group</b>	
<b>Date pupil started at this school?</b>				
<b>Is the child still attending this school?</b>			<b>Yes</b>	<b>No</b>

### Attendance

Please provide details of attendance over the past two terms:

<b>Term</b>	<b>Dates</b>	<b>Attendance (%)</b>	<b>Authorised Absence (%)</b>	<b>Unauthorised Absence (%)</b>

### Section 3 - Additional information

This is required to help decide whether or not the Fair Access Protocol is applicable for this child.

<b>Does the child have a Statement of Special Educational Needs?</b>	<b>Yes</b>		<b>No</b>	
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<b>Is the child Looked After by a local authority (often known as 'in care')</b>	<b>Yes</b>		<b>No</b>	
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<b>If yes, please state which local authority</b>				
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Are there any other agencies/services (e.g. Early Intervention Service; Social Worker; Behaviour Support Worker; Child and Adolescent Mental Health Service; Education Psychologist) involved with the child? If so, please state below:

Agency	Contact name	Contact telephone number

**Does the child come under any of the following categories? Please tick all that apply:**

Parents who are UK Service Personnel/Crown Servants		Child from a traveller family	
Asylum Seeker or Refugee		Not currently on a school roll	
Been out of education for more than one term		Subject to a Child Protection Plan	
Less than 85% attendance in last two terms		Permanently excluded	
Disability or Medical Condition		History of behavioural issues	
Living in a hostel/safe house or homeless		Returning from a Pupil Referral Unit	
Previously electively home educated		None of the above	
Child is a young carer			

<b>Has the transfer request been discussed with the parent/carer?</b>	<b>Yes</b>		<b>No</b>	
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<b>Who has met with/discussed the transfer with the parent/carer?</b>
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<b>Headteacher</b> <input type="checkbox"/>	<b>Deputy Head</b> <input type="checkbox"/>	<b>Head of Year</b> <input type="checkbox"/>	<b>Class Teacher</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
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<b>Date of meeting</b>	
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**What attempts have been made by the school and the parent/carer to resolve any issues in Section 5 of the Part One of the application? Continue on a separate sheet if necessary.**

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**Does the pupil present challenging behaviour? If so, please provide information on any incidents including fixed term exclusions, internal exclusions etc. Continue on a separate sheet if necessary.**

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**Would you consider the transfer to be detrimental to the pupil in any way?**

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<b>Signed</b>		<b>Date</b>	
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**Have you submitted any additional sheets with this form?**

**Yes**

**No**

**If yes, please state number of additional pages:**

**School stamp**

**Please complete this form and return it to the parent/carer within 5 days of receipt for them to return to the Admissions Team.**

**Thank you for your co-operation**