

# In-Year Transfer Application Form

This application is for children wishing to apply for a transfer to one of the schools listed below (RBWM community or voluntary controlled schools).

Please ensure you only apply one term prior to hopeful entry, based on the 6 term year.

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](http://www.rbwm.gov.uk)



## RBWM Community and Voluntary Controlled Schools:

Alexander First	Eton Porny CE First	Oldfield Primary
All Saints CE Junior	Eton Wick CE First	Riverside Primary School
Alwyn Infant	Furze Platt Infant	South Ascot Primary
Bisham CE Primary	Furze Platt Junior	St Luke's CE Primary
Boyne Hill CE Infant	Hilltop First	The Queen Anne CE First
Braywood CE First	Holy Trinity CE Primary (Cookham)	Trevelyan Middle
Burchetts Green CE Infant	Homer First	Waltham St Lawrence Primary
Cookham Rise Primary	Kings Court First	Wessex Primary
Courthouse Junior	Larchfield Primary	Windsor Boys'
Dedworth Green First	Newlands Girls'	Windsor Girls'
Dedworth Middle School	Oakfield First	Woodlands Park Primary
		Wraysbury Primary

If you wish to apply for a school which is **NOT** listed above, for example an Academy or Voluntary Aided school within the Royal Borough of Windsor & Maidenhead or a school outside of the authority, then you **MUST** apply for a school place directly via the admission authority for the school and not by using this application.

You will be asked under the preference section of this application to note any alternative school to which you have applied directly to for a place. This is for our reference only. This form is not an application for any alternative school and will not be processed as such.

## 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. We will carry out checks to verify your home address and any place gained by using a false address will be withdrawn.*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 our 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

Are you applying for a school place under the Social and Medical criterion? *(Please refer to pages 7/8 of the Guide to In Year Admissions)*

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 below)*

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)*

**Please note your reasons for transfer, including any previous/new addresses, here:**

*Use and attach a separate sheet if required*

# 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:

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Print Name:

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Date:

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## Preferred Schools

- You may list up to 6 preferred schools in order of preference; i.e. the school you want most should be Preference 1
- Please list any school to which you have applied to directly; i.e. RBWM Voluntary Aided schools, Academies, and non-RBWM schools. This is used for our reference only.

You have the right to provide reasons for your preferences. If you wish to do so, please use the box below each school to list your reasons. These should relate to the published admissions policy for the schools.

<b>Preference 1</b>		Office use
Reasons		

<b>Preference 2</b>		Office use
Reasons		

<b>Preference 3</b>		Office use
Reasons		

<b>Preference 4</b>		Office use
Reasons		

<b>Preference 5</b>		Office use
Reasons		

<b>Preference 6</b>		Office use
Reasons		

## Sibling information

Does your child have a sibling (brother or sister – this includes half, adopted, or foster sibling) attending any of your preferred schools?

Yes  No

If you have ticked yes, please provide details below:

	Name	Date of Birth	School Attending
Sibling			

## Confirmation of Church Attendance

**Only complete and sign this declaration if one or more of your preferred schools is a Voluntary Controlled school (as listed in the 'Guide to In-Year Admissions') AND you wish for your application to be considered on religious (denominational) grounds.**

I confirm that I am the parent / carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the application being made.

Signed:  Print name:

To the vicar / priest / minister: Can you confirm that, to the best of your knowledge, the applicants statement is true?  Yes  No

Signed:  Print name:

Church:  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 used by RBWM for the administration of school admissions. This information will only be shared with schools and other local authorities for the purposes of applying their admissions policy. The Council may also use this data in connection with the prevention or detection of other fraud or crime.
- The Local Authority is entitled to request further information to verify the details given on this form are correct.

- I enclose:**  
*Forms will be returned if evidence is not provided*
- a) a copy of my child's short birth certificate (if I have never applied for a school place through the borough before)**
  - b) proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (if I have never supplied proof of residency at this address before)**
  - c) 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 my preferred school/s)**
  - d) any supporting evidence which may have been requested earlier in this application**

Your signature:

Your full name:

Date:  Day  Month  Year

<p>Please send your completed form to:</p> <p>RBWM School Admissions Town Hall St Ives Road Maidenhead Berkshire SL6 1RF</p>	<p>We advise that you keep a copy of the application form for your own reference.</p> <p>If you require any assistance with completing this form please call our Customer Contact Centre on 01628 683870</p>
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