

# Guidance note for parents who are applying for a school place during an academic year or who want to transfer between schools

**By law, children aged between 5 and 16 must receive an education. This means that if your child is not in a school you must apply for a school or tell the local authority what alternative arrangements you are making for their education.**

If you want to transfer between schools or apply for a school place during an academic year, you must submit an in-year admission application.

## This form is for making an in-year admission application if:

- You have moved within Slough and would like to change to a more local school
- You have moved to Slough either from another part of the country or from abroad
- You wish to move from home education to school education
- You wish to move from a fee-paying school to a state funded school
- You wish to change schools

## What you should consider BEFORE applying for a place at another school

### Availability of School Places

You need to be aware that many schools in Slough are heavily oversubscribed. Many year groups in our schools are already full with local children and it is not always possible to offer children a place at their preferred school during an academic year. If you are considering moving schools within Slough, there is no guarantee of an alternative school place and you may be asked to remain at your current school or offered a school that is not your preference.

You should also bear in mind that it is not always possible to offer siblings the same school during an academic year. If you have two children or more, they may sometimes be offered different schools if there are no available spaces in one of the year groups in the school that you want.

### Transfer between Schools

It is extremely important that a child has continuity in their education. For this reason, we strongly discourage unnecessary transfers between schools.

If your child is already attending a school, but you feel that a move would be in their best interests, you should discuss your reasons for this with your child's current school. It is important that you try to resolve any difficulties by working with the school, rather than requesting a transfer.

If you still wish to go ahead with the transfer after your discussion with the school, ask the headteacher to fill in and sign Part B of the form. Your application form will only be processed if Part B has been filled in and signed by the Head.

### Does the child have a statement of special needs / EHC Plan?

If your child is receiving extra support through a special needs statement/education health care plan, or is undergoing a formal assessment of special educational needs, you should speak to your child's current headteacher and SEN case officer before applying to transfer school. A change of school could mean that there is a delay in completing the assessment or in setting up support in a new school, or that some types of support would not be available.

### Is the child in Year 10 or 11?

If your child is in year 10 or year 11, you should think very carefully before moving the child, whatever the reason. The Key Stage 4 curriculum is different in each secondary school. A different school may not be able to offer all the same subject options, such as GCSEs and BTECs, for which your child has studied and completed coursework. Even if the school is able to do so, they may use different examination boards or syllabuses. You need to speak to the school you are interested in about options and exams before making a request to transfer.

### Do you receive assistance with the child's travel to the current school?

You should bear in mind that if you do choose to move your child from one school to another you will not automatically qualify for home to school transport. For enquires about entitlement eligibility, please contact School Admissions on 01753 875728.

## Applying for a school place

### Completing the Application Form

Fill in Part A of the application form. This must be completed by the parent or carer with parental responsibility for the child. You must list all the schools you wish to apply for.

The child's current permanent residential address must be used on the application. The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. **Please note that you cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.**

Once you have completed Part A, you should ask the headteacher at the school your child is currently attending in the UK to complete and sign Part B of the form. If your child is not currently in a school, then Part B should be completed by the Headteacher at their most recent school in the UK.

The information we ask for in Part B is important as it could help the Admissions team to decide whether the child's application should be considered in accordance with our Fair Access Protocol. It will also provide the allocated school with early notice of the possible need for a support package for the child.

**Applications submitted to the Admissions Team without a completed Part B, Part A and supported with proof of address is an incomplete application and will be returned to the parent or carer.**

An incomplete application will delay your child's admission to school.

You should be aware that any revised school preferences submitted will take precedence over any previous preferences submitted on existing application; and where we are able to offer one of your revised preferences, it will cancel any previous offer made

### What happens next?

We will notify you in writing of the outcome of your application within 10 school days. If we are unable to offer one of your preferred schools, we will offer a place at the nearest school to your home with a vacancy. We will also set out the reason for refusal of your school preference and provide you with information about your right to appeal if your application is refused.

**We expect your child to take up the school place within 10 school days of the offer letter and you must contact the Admissions team if the start date is delayed.**

The school place will not be kept open for your child if you do not respond and you will need to complete a new application form if you still want a new school.

### The law on School Attendance

Your child must continue to attend their present school or be educated otherwise than at school until they start at another school.

### Waiting Lists

If your application for a transfer to another school is not successful, your child's name will stay on the waiting list for your preferred schools for that school year. You will only be contacted again if we can offer you a place. Waiting lists will be maintained in line with the admissions criteria for the relevant admissions authority and places will be offered in strict accordance with this.

We automatically create a new waiting list at the beginning of each school year. If you want your child's name to be placed on the new waiting list you must send in a new application form to Admissions in July.

### Appeals

If you are unhappy with the school place your child has been offered, you have a right to appeal to the independent appeals panel.

You can only appeal for a school for which you have expressed a preference and have been refused. If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent your child from missing out on a school altogether. The appeal panel's decision is binding on the council and on parents/carers.

Academies, voluntary aided, trust and free schools are all responsible for their own appeals and you should contact these schools direct to discuss the process.

### Providing the correct proof of address

All applications must be submitted with proof of address before they can be processed.

We will require the following proof before your child is admitted into school:

1. Proof of where you (the parent / carer) live
2. Proof that the child lives with you (the parent / carer)
3. Proof of the child's date of birth

Where there is any doubt about parental responsibility, we may also ask you to provide proof of parental responsibility.

### How to return your application form

Send the completed application form (Part A and Part B) to us together in one of three ways:

- **Post:** School Admissions, Slough Borough Council, Observatory House, 25 Windsor Road, Slough SL1 2EL
- **Email:** [inyearadmissions@slough.gov.uk](mailto:inyearadmissions@slough.gov.uk)
- **By hand:** School Admissions, Slough Borough Council, Observatory House, 25 Windsor Road, Slough SL1 2EL