

Pupil Enquiry Form – In Year Transfer

To apply for a place at the school at any other time than through the usual Primary to Secondary transition, please complete all of the information below and return to the school.

Failure to complete all sections and to enclose required documents will result in a delay in processing your application.

PUPIL PERSONAL INFORMATION

Legal forenames			
Legal surname			
Gender		Year group	Date of birth _____ / _____ / _____
Current address and postcode			
How long has the child lived at this address?		Is the child new to the UK?	Yes / No
Previous address if new to the area			
Parent in HM Forces (Currently or in past 6 years)	Yes / No	Was the child previously in care and now adopted?	Yes / No
Is the child looked after by the Local Authority?	Yes / No	If yes, please state the Local Authority	
Is there a residence, guardianship or accommodation order?	Yes / No	If yes, please give details	
<i>Please note applications for Looked After Children must be completed or endorsed by a Social Worker or someone who has parental responsibility for the child.</i>			

SIBLING INFORMATION

Does the child have a sibling at the school? (see admission policy for definition of sibling.)	Yes / No
Name of youngest sibling currently at the school	Year group

FAITH INFORMATION

Has your child been baptised into the Roman Catholic Church?	Yes / No
Date of baptism	Place of baptism
Baptism certificate enclosed with application?	Yes / No

PARENT / CARER INFORMATION – IN CONTACT PRIORITY ORDER

Title	Forename	Surname	
Home address and postcode	Relationship to child		
Telephone numbers: Home	Mobile		
Email address	Do you have parental responsibility for this child?	Yes / No	

Title		Forename		Surname	
Home address and postcode				Relationship to child	
Telephone numbers: Home			Mobile		
Email address			Do you have parental responsibility for this child?	Yes / No	

SCHOOL HISTORY

Current/Most recent school and town:			
Local Authority		Date last attended	
<i>A child should continue to attend their present school until a place has been offered and a start date arranged.</i>			

Please list below **all previous** schools attended: (please continue on additional sheets if required)

Previous School 1		Local Authority	
Dates attended		Reason for leaving	
Previous School 2		Local Authority	
Dates attended		Reason for leaving	

REASONS FOR TRANSFER REQUEST

Please provide reasons for requesting a transfer of schools. Continue on a separate sheet if required.	

PARENT OR CARER DECLARATION

I / we declare that all the information which I/we have provided on this application is true. I/we understand that any school place offered on the basis of intentionally misleading or fraudulent information may be withdrawn.			
Parent / Carer 1			
Signed:		Date	
Name:		Relationship to Child	
Parent / Carer 2			
Signed:		Date	
Name:		Relationship to Child	

If you have provided any additional information with this application, please state the number of additional sheets submitted:	
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