

# BARNSELY METROPOLITAN BOROUGH COUNCIL COMMON TRANSFER FORM FOR ADMISSION TO PRIMARY SCHOOL

This common transfer form is to enable you to apply for your child to transfer from one primary school to another school of your preference. You can express preferences for three primary schools and rank your preferences in order.

**Return the form to the Admissions Officer, Education Services, Berneslai Close, Barnsley S70 2HS (Fax no 01226 773682)**

**To apply for a voluntary aided school**  
Complete and return this form to the address above. You must also obtain an 'additional information form' from the individual voluntary aided school which should be completed and returned to the school.

**PLEASE COMPLETE THIS FORM IN CAPITALS USING BLACK INK**

## SECTION ONE: PREFERENCES

Write the name of your three preferred schools in rank order

1 <sup>st</sup> preference school	
2 <sup>nd</sup> preference school	
3 <sup>rd</sup> preference school	

Requested date on which transfer should take place

## SECTION TWO : DETAILS ABOUT YOUR CHILD

Your child's personal details	first name	middle name(s)
	<input type="text"/>	

Your child's date of birth	day	month	year	Your child's gender (please tick)	male	female
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

For Office Use Only

AN	NOR
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Eligible

Y	N
Y	N
Y	N

For Office Use Only

Your child's address

(Addresses are routinely checked and places may be withdrawn if a false address has been given)

	postcode

Your name

Mr/Mrs/Ms/Miss/other	first name	surname
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Your address

(only complete this part if your address is different to the one above)

	postcode

Phone numbers

daytime	evening
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Mobile numbers

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Email address

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Please tick this box only if your child is looked after by the local authority

looked after child
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Please tick this box only if your child has a statement of special educational needs

SEN Statement
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Reason for transfer request (continue overleaf if required)

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### SECTION THREE : SIBLINGS

Please provide details of brothers and / or sisters of your child who are currently attending school.

name of sibling	date of birth
school name	

name of sibling	date of birth
school name	

name of sibling	date of birth
school name	

For Office Use Only	Sibling
YG	YES/NO
YG	YES/NO
YG	YES/NO

### SECTION FOUR : EDUCATIONAL HISTORY

Name, address and telephone number of school the child is currently attending:

Date of admission to current school:

Details of any other primary schools the child has attended in the previous 3 years:-

Name of School	Date of Entry	Date of Leaving	Reason for Leaving

Does your child receive any extra support or help in school (for example with reading or improved behaviour)? Please give details:-

Are any of the following agencies involved with your child? If so, please tick and give details of the involvements (Name and date of contact, outcome, etc.)

Educational Psychology Service

Behaviour Support Services (BSS)

Social Service

New Street Child & Adolescent Unit

Educational Welfare Service

Details:-

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## SECTION FIVE : DETAILS OF PERMANENT EXCLUSIONS FROM SCHOOL

Is this transfer request due to the pupil being permanently excluded from their current school?

YES	NO
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If YES, please give details:-

Date of exclusion:

Reason for exclusion:-

Has the pupil had to change school at any other time because they were permanently excluded?

YES	NO
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If YES, please give details:-

Date of exclusion(s):

Reason for exclusion(s):-

For School use

**U.P.N.**

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## SECTION SIX : DISCUSSIONS WITH THE CURRENT SCHOOL

Have you discussed this transfer with any member of staff at your present school?

YES	NO
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If YES, please give details (member of staff, outcome of discussion etc.)

*Please note that if appropriate, you will be asked to discuss this request with staff at your child's present school if you have not already done so.*

Does your child attend school regularly?

YES	NO
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If NO, please state why:-

## SECTION SEVEN : DECLARATION

### NOTES:

- 1 Until the transfer arrangements have been approved it is expected that your child will continue to attend their current school.
- 2 You may be invited to visit the preferred school for a meeting to discuss your child's application. You are strongly advised to arrange this meeting as soon as possible to avoid any delay in the processing of this transfer request.
- 3 A copy of this form will be forwarded to the preferred school.
- 4 This form must not be sent directly to school.
- 5 Completion and return of this form does not guarantee a place in any of your preferred schools.
- 6 The information provided on this form may be passed to other council departments / government agencies in respect of the prevention and detection of fraud. If your child is offered a place at the preferred school on the basis of false information then the offer will be void.

**I CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT:-**

Signed:

Date:

Mother/Father/Guardian\*/Other - please specify:

*\*You may be asked to provide proof of guardianship*