

# APPLICATION FOR A SCHOOL PLACE

You can apply for any Solihull school using this form



Read the accompanying notes before you fill in this form. Moving your child to another school is a very serious step. It is important that you consider whether a transfer is really the best option. If your child is experiencing difficulties at school a transfer may not solve the problem. Talking to your child and staff at your child's school can resolve most problems so that a move is avoided. If the circumstances are complex it will take longer to process your application.

Your child must continue to attend their current school until you are offered a new school place. Parents are responsible, by law, to ensure that their children attend school every day (Education Act 1996, Section 444) and are liable to prosecution if the child is absent without authorisation from the school.

## Section 1: to be completed by parent or carer

School(s) you want to apply for		Details of brother or sister attending preferred school(s)	
1		Name	
		DOB	
2		Name	
		DOB	
3		Name	
		DOB	

When would you like your child to start the school?	
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If you are applying for a voluntary-aided (church) school list the school(s) on this form and contact the school to find out what else you need to do

What is your religion?	
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Child's details			
Surname			
Forename		Middle name	
Date of birth		Gender	Male / Female

Home address			
Flat no / building name			
Number / street			
District			
Town		Post code	

Contact details for parent or carer			
Title eg: Mr/Mrs/Miss/Ms		Phone (day)	
Surname		Phone (evening)	
Forename		Phone (mobile)	
Email address			
Relationship to child		Does this person have parental responsibility?	Yes / No

If you need help phone School Admissions on 0121 704 6693

## Section 1 continued: to be completed by parent or carer

New address if you are moving house			
Flat no / building name			
Number / street			
District			
Town		Post code	
Expected date of move			
<i>You can send this application before you have moved. When you have moved house and sent us documents proving your move, such as utility bills for your new home and the home that you have left we will update your child's record. Info attached <input type="checkbox"/></i>			
Why do you want to transfer your child to another school?			
Exceptional social or medical reasons			
<i>Priority is given, at some Solihull schools, for some exceptional social or medical reasons. You must send independent supporting information if you want your reasons to be considered. If you do not send anything your reasons will not be considered.</i>			
Name of school	<b>Info attached <input type="checkbox"/></b>		
Current/previous school			
School email address			
Current/previous school start and leaving dates			
Is your child still attending regularly?	<b>Yes / No</b>	If no, give reason and the last date your child attended below	
Is your child in public care 'looked after' or adopted and previously 'looked after'?			Yes/No
If yes, which local authority is or was responsible?			
Are you and your child citizens of the UK or European Union?			Yes / No Attached <input type="checkbox"/>
If no please provide proof of your right to remain (i.e. copy of passport and visa)			
Are you and your family seeking asylum?	<b>Yes / No</b>	Date of arrival in UK	
Does your child speak fluent English?	<b>Yes / No</b>	What is the main language spoken at home?	
Has your child ever been excluded from any school?			Yes / No
<i>If yes, give dates of fixed term and/or permanent exclusions</i>			
Has your child been monitored or been 'on report' for poor behaviour?			Yes / No
Are any other agencies involved with your child eg. Engage/Early Help/Youth Offending/Connexions/CAMHs			
<i>Please provide details and name(s) of contact(s)</i>			
If your child is experiencing difficulties please explain what contact you have had with school regarding this. When was the last meeting with school, with whom did you meet and what was the outcome?			

**Section 2: to be completed by the child's current or most recent school**

School name		Phone	
Your name:		Position	
Child's name			
Child's date of birth		Current year group	
Can you confirm that the information provided by the applicant is correct?			<b>Yes / No</b>
Attach attendance record and tick the box <input type="checkbox"/>	For a pupil in current Year 10 or 11 attach a list of examination subjects, boards and predicted grades, and tick the box <input type="checkbox"/>		

<b>Key stage results</b>	<b>English</b>	<b>Mathematics</b>	<b>Science</b>
Teacher assessment			
Test results			

<b>Special educational needs</b>	<input type="checkbox"/> SEN support	<input type="checkbox"/> Statement or EHC plan
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<b>Services and strategies used to support this child</b>			
Learning mentor time	<b>Yes / No</b>	If yes, number of hours	
Details of all support:			
Has an IEP been completed? If yes, attach a copy and tick the box		<b>Yes / No</b>	<input type="checkbox"/>
Has a PSP been completed? If yes, attach a copy and tick the box		<b>Yes / No</b>	<input type="checkbox"/>

<b>Exclusions</b>			
Number of fixed term	Total number of days	Date of most recent exclusion	Attach incident log and tick the box
			<input type="checkbox"/>

<b>What steps have been taken to avoid the need for a change of school?</b>
<i>It is expected that meetings with parents to resolve problems will have taken place</i>

<b>Other involvement:</b>		<b>Name of contact</b>	<b>Phone number</b>
Engage / Early Help	<input type="checkbox"/>		
Social Services	<input type="checkbox"/>		
Education Psychologist	<input type="checkbox"/>		
Youth Offending Team	<input type="checkbox"/>		
CAMHs / SOLAR	<input type="checkbox"/>		
Has a CAF been completed?	<input type="checkbox"/>		
Others, please name	<input type="checkbox"/>		
None	<input type="checkbox"/>		

<b>Any other information relevant to this application, for example social, educational or disciplinary issues</b>

<i>This form must be signed by the Head Teacher</i>	
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**You must keep the circumstances of this application confidential, as an application may not lead to an offer of a place. The form should be returned to the parent or Solihull School Admissions**

### **Section 3: to be read and signed by the applicant**

#### **Declaration and consent to share information**

**ⓘ The information provided on this application form will be used to ensure that the council's records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service.**

I confirm that I have read and understood the notes relating to this application.

I confirm that everyone who qualifies as a 'parent' under education law is aware of this application and agrees with the content, including the names of preference schools.

I certify that the information, which I have provided, is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.

I give my consent for the school admissions team to contact relevant agencies in order to validate this application.

**Signature of parent** ..... **Date** .....

**Before posting your application please check that you have enclosed all necessary documents. This will enable us to process your application more efficiently.**

- Have you completed sections 1 and 3 of this form?**
- Has your child's current or most recent school completed section 2 of this form?**
- If you have moved house, have you included relevant documents as proof of your new address and proof that you have moved out of your previous home?**
- If you are applying for a voluntary-aided (church) school have you contacted the school? You may need to complete a supplementary information form or provide them with additional evidence for them to consider against their oversubscription criteria.**
- Have you checked and signed the form?**

***If the application is incomplete it will be returned to you.***

**Return this form to:**

**Solihull Council  
School Admissions  
Manor Square  
Solihull  
B91 3QB**

**Email: admissions@solihull.gov.uk**

**Web: www.solihull.gov.uk/admissions**

**Phone: 0121 704 6693**

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