

Wigan Council Secondary school transfer of school - Application form

Part 1

This form must be completed and signed by the Head Teacher in the school that your child currently attends/attended. Once completed it must be returned together with part 2 of the application form.

Parent/Carers must not complete this section

For school to complete:
 Once this form has been completed and signed by the head teacher, the parent/carer will submit the form to the School Organisation Team. The school must send the relevant documents listed below to the School Organisation Team at secondaryinyeartransfers@wigan.gov.uk

Schools must also share this information with parent/carer on request.

1. Attendance information
2. Behaviour conduct log
3. Fixed term exclusion record
4. Educational Health and Care Place (if applicable)
5. Copy of last school report

Please answer all questions fully and indicate 'not applicable' where appropriate.

Name of Pupil:	NCY:	UPN:
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Name of parents/carers (those with parental responsibility):

Address:

Telephone number:

Ethnicity:	Language spoken:
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Current School and DfE Number:

Special Educational Needs and Medical information	
Educational Health and Care Plan (EHCP) Status:	
Date of last EHCP meeting:	Date of last review:
Are you aware of additional need in any of these areas? Please indicate 'Yes' or 'No' and comment	
Hearing:	
Vision:	
Speech and language:	
Specific learning difficulties:	
Autistic Spectrum Disorder:	
Attention Deficit Hyperactivity Disorder:	
Other (please specify):	

Support Services Involvement
Please indicate and give the contact name and dates of intervention(s)
Targeted Education Support Service (TESS):
Child and Adolescent Mental Health Service (CAMHS):
Education Psychology Service (EPS):
Targeted Youth Support Service (TYSS):
Engagement Centre:
Attendance Services:
Start Well:
Social Care:
Special Educational Needs and Disability Service (SEND):
Speech and Language Team (SALT):
Occupational Therapy (OT):
Virtual School Team (VST):

Special Educational Needs and Disability Information Advice and Support Service (SENDIASS):
Paediatrician:
Alternative Provision:
Wellbeing Centres – Early Years:
Ethnic Minority & Traveller Achievement Service (EMTAS):

Learning Profile
Most recent progress data and any additional profiling:

Behaviour Profile
How does the child behave in school?
Does the child exhibit any inappropriate behaviour in school? <i>If yes, please comment</i>
What Behaviour strategies has the schools used? (if applicable)
Has the child had any fixed term suspensions in the last 12 months?
Risk to self or others? (please attach risk assessment if appropriate)

Emotional/Social Profile
Self esteem:
Ability to reflect on own behaviour:
Communication/co-operation skills:

Academic Attainment information for child		
Key Stage Assessments		
	Key Stage 1 Teacher Assessment	Key Stage 2 SATs
English		
Mathematics		
Science		

Curriculum Options					
Please detail which GCSE/NVQ options the pupil is taking					
Subject	Qualification GCSE/NVQ/BTEC and predicted grade	Exam Board e.g. AQA	Subject	Qualification GCSE/NVQ/BTEC and predicted grade	Exam Board e.g. AQA

Please give details of any college course or work experience placement the child is attending or any alternative education which has been agreed (including contact names):

This form must only be signed by the Head Teacher	
A meeting with the parents/carers took place on:	
Are you aware of the parent's reasons for changing school? If so please explain below	
I agree with this application for transfer of school YES / NO	
Signed: (Head Teacher)	
Head Teacher:	
School:	Date: