

## Wigan Council Secondary school transfer of school - Application form

### Important Information

Before applying you must read the 'In-Year Admissions - Primary and Secondary Schools Information Booklet' which is available online at [www.wigan.gov.uk](http://www.wigan.gov.uk) by following the links for Education – School Admissions – Moving School. If you cannot read the booklet online, please contact us on 01942 489013.

### How do I apply?

Wigan Council is responsible for co-ordinating admissions into all secondary schools in the Wigan area except for Fred Longworth High School\*.

- Parent/carer wishing to change their child's school from one school to another school within the Wigan Borough
- Parent/carer who have arrived into the Wigan Borough requiring a school place for their child
- Parent/carer wishing to move from an independent school to a school maintained by the council

### Is there an application form I need to complete?

This is the application form that the parents/carers will be required to complete when requesting admission to a new school. There are two parts to the application form, Part 1 should be completed by the Head Teacher of your child's current school, Part 2 must be completed by the parent/carer with parental responsibility.

You must ensure your child's continued attendance at their current school whilst your application is being considered, however it is recognised that for families who have moved into Wigan this may not always be possible. You must in **all** circumstances inform the Head Teacher at their previous school of the arrangements you are making. **They will need to fill in part 1 of the application form before you can submit your application.**

### Children with an Educational Health and Care Plan (EHCP)

In-year applications for such children are considered separately. Where your child has an Education, Health and Care Plan, please complete the application form. If you are new to the area, it is important to tell the local authority where you are coming from that you are moving to Wigan. This will allow them to send your child's details to the Wigan Special Education Needs (SEND) team.

**Please return your completed form, that is both parts 1 and 2 to:**

[Secondaryinyeartransfers@wigan.gov.uk](mailto:Secondaryinyeartransfers@wigan.gov.uk)

Or

School Organisation Team  
Wigan Council  
PO Box 100  
WN1 3DS

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### 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](mailto: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:

<b>Special Educational Needs and Medical information</b>	
Education, Health and Care Plan (EHCP) Status:	
Date of last EHCP meeting:	Date of last review:
<b>Are you aware of additional need in any of these areas?</b> 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):	

<b>Support Services Involvement</b>
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):

<b>Learning Profile</b>
Most recent progress data and any additional profiling:

<b>Behaviour Profile</b>
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)

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

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

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

<b>This form must only be signed by the Head Teacher</b>	
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:

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**Part 2**

This form must be completed by parents/carers seeking admission to a Wigan Secondary School.

There are two stages to the process, and you need to fully complete all sections of this form to prevent delay. Incomplete forms may be returned.

**Details of Child:**

Child's first name:	Child's surname:
Date of birth:	Gender:

**Child's home address**  
**This must be the child's normal place of residence**

Current address:

Date moved into this home:

Previous address: (if you are moving schools because of a change of address or you have moved within the last 12 months)

Current School name and address:  
 If not currently at a school please put the last school and date attended:

Name and address of last school:

**To be completed only if you are moving house**  
 Documentary proof may be required.

New address:	Date of move:
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About your child	
Is your child a new arrival in the United Kingdom (UK)? YES / NO	Date of arrival in the UK:
What is the main language you speak in your home?	
Which country did your child live in before coming to the UK?	
Has your child attended any school in the UK previously? If so please provide: Name of School: Address of School: Date last attended:	

Does your child have an Educational Health and Care Plan (EHCP)?	YES / NO	
If yes, you must contact the SEND Team of your home authority.		
Is your child Looked After by a Local Authority (often known as 'In Care') ?	YES / NO	
If yes, which local authority:		
Was your child previously looked after?	YES / NO	
Was your child adopted from state care outside of England?	YES / NO	
If yes to the above questions, you will need to provide evidence to support this. Submit this with your application (please send photocopies)		
Adoption Order:	Residence Order:	Special Guardianship Order:
Is your child in a formal kinship care arrangements?	YES / NO	
If yes, please provide further details:		
Does your child have a social worker? (please provide their name and telephone number)		

If your child has started any GCSE course, please list subjects below: (Please continue on an additional sheet if necessary)		
Subject	GCSE/BTEC	Exam Board e.g. AQA


<b>Reason for your transfer request</b> Why are you applying to transfer school? Please select:	
<input type="checkbox"/>	Moving house within the borough
<input type="checkbox"/>	Moved into the borough
<input type="checkbox"/>	Recently moved to the UK
<input type="checkbox"/>	Brother and sisters at preferred school (please provide their name/date of birth)
<input type="checkbox"/>	Advised to move by current school
<input type="checkbox"/>	Unresolved issues with current school (please provide more information)
<input type="checkbox"/>	Distance to travel (only complete if you have moved house)
<input type="checkbox"/>	Other (please provide more information)
Has your child been suspended from school, or suspended for a fixed period within the last two years? If yes, please indicate which school(s) and what date(s) they were suspended.	
Do you think your child is at risk of permanent exclusion?      YES / NO  If yes, please explain why:	
Your decision to change schools <b>must</b> be discussed with your child's current school. Have this happened? YES / NO  What was the outcome of this discussion and who did you speak to?	



**School Preference**

Please state three different schools that you would consider for transfer in order of preference, and reasons for the preference:

1.	
2.	
3.	

**Why do you feel that one of the above preferences would be better for your child?**  
(Please continue on a separate sheet if necessary).

**Is there anything else you would like to make us aware of which may be relevant to your application?**

Parent/Carer Details	
Title: Mr / Mrs / Miss / Dr / Other	
First Name:	Surname:
Contact number:	Email Address:

Disclaimer	
<p>Before submitting an application you <b>must</b> consult with everyone who have parental responsibility for your child. If there is a Court Order in place which prevents moving your child's school, you must take legal advice on that order before submitting an application to transfer school.</p> <p>I confirm that there is no Court Order in place which prevents an application to transfer school. All those with parental responsibility have been consulted and agree to the preferences named.</p> <p><input type="checkbox"/> Yes, all agree</p> <p><input type="checkbox"/> No, all do not agree (submitting a form without agreement will cause delays)</p> <p>The information provided on this form will be processed in accordance with the Local Authority's School Admissions and Appeals Service Privacy Notice. Information will be treated as confidential and will be used only for the purpose of processing your child's application for a school place in accordance with the School Admissions Code 2021.</p> <p>The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The legislation gives rights to those individuals whose data is held.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• The right to request access to the data that is being held by contacting the Council Data Protection Officer – <a href="mailto:dataprotectionofficer@wigan.gov.uk">dataprotectionofficer@wigan.gov.uk</a></li> <li>• The right to request the reason why the data is being held and what it is being used for.</li> <li>• The right to request data to be removed (although without the information, your application for a school place cannot be processed).</li> <li>• The right to request the Local Authority to correct or amend any incorrect information.</li> <li>• The right to know who the data may be shared with.</li> <li>• The right to know how long the data can be held before it is destroyed.</li> </ul> <p>A copy of the full Privacy Notice is available by visiting <a href="http://www.wigan.gov.uk">www.wigan.gov.uk</a></p> <p>By signing this declaration, you are declaring that you have read and understood the terms of the notice.</p> <p><b>I confirm that I have parental responsibility and/or care of the child, and that the child lives with me.</b></p>	
My child is eligible to a free education in the UK?	YES / NO
My relationship to the child is:	
Name of Applicant:	
Signature:	Date:
Have you had any assistance in completing this form?	YES / NO
If yes, please state from whom	