

**For School/Academy use only**  
 Details sent to School  
 Admissions Team  
 Date:

## Directorate for People

### Application for a Change of School (In-Year)

**Before you fill in this form please read the parents' information booklet: 'Opportunities for your child in Birmingham'. Copies are available in all schools, local libraries or online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)**

**SECTION 1** To be completed by parent/carer

**IMPORTANT: PROOF OF YOUR HOME ADDRESS MUST BE SUPPLIED WITH THIS FORM**

Acceptable proof includes: a copy of council tax, gas or electricity bill (within last 6 months)  
 Failure to provide acceptable proof may affect your child's eligibility for your preferred school.

Child's details:		
Child's Name:		
Date of Birth:		
Current Year Group:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female (Please tick)

Home address:

School you wish to apply for:	Details of siblings attending this school:	Reasons for Preference:
	Name:	
	Date of birth:	

If you are applying for a voluntary aided (faith school), foundation school or academy, please ensure you check whether the school requires an additional information form to be completed.

**SECTION 2** To be completed by parent/carer

Why do you want to transfer your child to another school?

<b>Current/previous school:</b>	
<b>Address of school:</b>	
<b>Is your child still attending?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
<b>If no, give reason and the last date your child attended:</b>	
<b>Date of leaving current/previous school:</b>	

<b>Is your child in public care or accommodated by a local authority (a looked after child) or previously looked after?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
<b>If yes, which local authority?</b>	
<b>Please give the name of the social worker and a contact telephone number:</b>	
Name:	
Telephone:	

**In Birmingham we operate a Fair Access Sharing Protocol. This Protocol exists to ensure that all schools admit their fair share of children with challenging behaviour. In order to assist the Local Authority in determining if your child should be considered for a place using this protocol please answer the following questions:**

<b>Has your child ever been excluded from any school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please tick)</i>
<b>If yes, please give dates of fixed term and/or permanent exclusions and/or managed move:</b>	

<b>Are there any other agencies involved with your child, e.g. Education Welfare/YOS/YISP/Connexions/Social Worker/Family Support Worker? Please provide details and name of contact(s):</b>

<b>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?</b>

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

**SECTION 3**

To be completed by parent/carer if applying for a faith school

**If Catholic:****Has your child been Baptised Catholic or received into the church?**  Yes  No *(Please tick)***Date of Baptism:**

(If Yes a copy of the baptismal certificate must be enclosed with this form)

**Name of Church:****If Church of England:****Do you attend church regularly?** **Parent:**  Yes  No *(Please tick)***Child:**  Yes  No *(Please tick)***Name of Church:****Name of Priest/Minister:****If Muslim:****Which Mosque does the pupil normally attend?****If other faith:****Please specify any relevant details:**

**Please ensure that you have included any additional information forms that are required for your preferred school. Failure to complete additional information forms and provide a copy of a baptismal certificate may affect the outcome of your application.**

**SECTION 4**

To be completed by Headteacher/Principal of your child's current or most recent school

**Declaration:****I confirm that the information provided by the applicant on this application is correct:**  Yes  No *(Please tick)***Name of person completing this declaration:****Position:****Signature:****Date:**

**SECTION 5****To be read and signed by parent/carer****Declaration and consent to share information:**

The information provided on this application form may be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in the parents' information booklet or online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

If a parent/carer knowingly and willingly provides a false statement which would affect the success of this application they may have the school place withdrawn.

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

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/academy and the School Admissions service to contact relevant agencies in order to validate this application.

**Title:** (e.g. Mr/Mrs/Miss/Ms)

**Full Name:** (PLEASE PRINT)

**Signature of Parent/Carer:**

**Date:**

**Relationship to child:** (e.g. mother/Father/Foster Parent)

**Home Telephone Number:**

**Work Telephone Number:**

**Mobile Telephone Number:**

**Important: Note to parent/carers:**

If your preferred school is unable to offer your child a place, please contact staff in the Children's Information and Advice Service on 0121 303 1888 (option 4) who will be pleased to offer advice and guidance on what to do next.

**Important: Note to School/Academy:**

Please ensure you notify School Admissions of this application and its outcome.

**Please return this application form to your preferred school.**