

# PLEASE REMOVE THESE GUIDANCE NOTES AND KEEP THEM FOR YOUR INFORMATION

## IN-YEAR APPLICATIONS FOR THE ACADEMIC YEAR 2016-17 GUIDANCE FOR PARENTS AND CARERS

Please read this information carefully and complete the form as fully as possible. If the form is not completed correctly we may return it to you.

### **Please do not complete this application form if:**

• **Your child has a Statement of Special Educational Needs or Education, Health and Care Plan.**

Transfer between schools can only take place as a result of an annual review, an amendment to the statement and formal consultation with the governing body. Please contact the SEN Team on 01274 435750 for advice.

• **You wish to apply for Idle CE Primary School, Shipley CE Primary School or any Catholic school.**

These schools manage their own applications and should be contacted directly.

• **The school you wish to apply for is not in the Bradford Metropolitan District.**

Please consult the local authority where the school is situated for advice on how to make an application.

### Things to consider before making an application

**Changing schools will usually be disruptive to a child's education and should only be considered as a last resort.** Children take time to settle, make new friends and adapt to different teachers. In most cases a transfer between local schools can be avoided by speaking to the current school about any difficulties you or your child are experiencing. If you feel any issues raised are not dealt with effectively, you should talk to the Head Teacher. If you feel this still does not resolve the situation, you should write to the Chair of Governors at the school who will investigate whether your complaint has been dealt with appropriately.

**Your child may miss important work or might not be able to continue studying the same subjects.** Although the National Curriculum is taught in most schools (academies and free schools do not have to follow it), they teach each part of the curriculum at different times of the year. This can be particularly disruptive if transferring primary school during a year when your child is due to sit SATs. **Transferring during Year 10 and Year 11 will be disruptive to your child's education and is likely to have a negative impact on their chances of gaining good grades.** Exam boards and courses differ between schools so your child may not be able to complete a course they have started. It may not be possible for a new school to register your child for any exams if they are in Year 11.

**You may find that a new school is unable offer the same level of support to your child as the current school.** If your child has specific needs and the current school has put measures in place to support them, there are no guarantees that the same measures will be available or effective in a new setting.

**Consider the costs involved.** You will need to buy a new uniform and P.E. kit.

**Unless you have moved house your child will not normally transfer until the start of a new term.** A new pupil starting school not only affects that child but also the other children in the class. Transfers also have an impact on school staff in terms of induction, administration and tracking pupils' progress. To minimise disruption Bradford operates a 'mid-term transfer policy'. This states that children who currently hold a local school place and are not in need of an immediate transfer should only transfer at the start of a new term. Please note that your child's start date will be determined by the new school and not the Admissions Team.

**The law on school attendance.** Your child must continue to attend their current school until you have secured an alternative school place. Parents are responsible for ensuring their child receives an efficient full-time education either by regular attendance at school or otherwise (Education Act 1996, section 7). Parents who fail to ensure their child attends regularly at the school at which they are a registered pupil can be prosecuted (Education Act 1996, section 444). If you have moved a significant distance and it is no longer possible for your child to continue attending their current school, you must inform the school in writing **before** your child stops attending. If you would like further advice, please contact the Education Welfare Service (01274 439651) or Bradford parent Partnership Service (01274 481183).

**If you decide to make an application, you MUST get your child's current school to complete Section 9.** This gives the school an opportunity to resolve any issues but also enables the Admissions Team to process your application effectively.

**Please note that we are unable to process applications during school holidays and the average processing time for an in-year application is 20 school days.** All applications are processed as quickly as possible but the length of time it takes varies depending on the situation. We aim to respond within twenty school days but, if your child has complex needs or the application is incomplete or for an Academy, Free School, Trust, Voluntary Aided or Foundation school, this process may take longer. Please be patient while we deal with your application.

## Making an application

Notes to help you complete the form can be found on page 6. Please be sure to provide any relevant supporting documents. Applications for Looked After Children must be supported by a letter from the child's social worker stating why a specific school is best suited to meet the child's needs.

**Section 9 must be completed and stamped by your child's current school before you submit the application.** If the school needs to provide further information, they will detach Part Two and send it separately.

Completed application forms should be returned to the email address below or:

**Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN**

The Admissions Team can be contacted on **01274 439200** between 8.30am and 5pm Monday – Thursday and 8.30am and 4.30pm on Fridays, or via [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk). Most queries can be answered over the phone or via email but, if you require an appointment to see an Admissions Officer, please contact the Team for availability.

**If you are new to the UK and need help with this form, please contact the Education Service for New Communities and Travellers on 01274 439393.**

## How we process your application

How your application is handled will depend on the type of school you are applying for, whether your child is currently on roll at a local school and whether you are a Bradford resident.

School places across the country are at a premium and Bradford is no exception. Most schools are full in multiple year groups so it may not be possible to offer you a place in any of your preferred schools. If your application is unsuccessful, you live in Bradford and your child is not on roll at a local school we will inform you of the nearest available school place. If you are a Bradford resident but your child is on roll at a local school and there are no places available in your preferred school(s), we will not be able to offer an alternative school. If you live outside of Bradford and your application is unsuccessful, we will not look for an alternative but will inform your own local authority if your child is not in school.

Any available places will be allocated in line with the individual school's admissions policy. Different schools have different policies and it is important that you understand the policy for your preferred school(s) before you apply. Details of each school's policy can be found on the school's own website or in the primary and secondary school guides on the Bradford Council website: [www.bradford.gov.uk/education-and-skills/school-admissions/guide-for-parents/](http://www.bradford.gov.uk/education-and-skills/school-admissions/guide-for-parents/)

There are six types of school in the Bradford district. We, as the local authority, make decisions on places at Community and Voluntary-Controlled schools. The school's governing body make decisions for Free Schools, Academies, Trust, Foundation and Voluntary-Aided schools. We therefore need to send a copy of your application form to these schools and wait for a decision before any available places can be allocated.

Every local authority is required to have a Fair Access Protocol (FAP) in place. This is to ensure that children moving into areas with no available school places, vulnerable children and children with a history of behaviour or attendance concerns have access to an appropriate education provision. The information you provide on the application form as well as any further information supplied by your child's current or most recent school will determine whether your application is considered under the FAP. Please note that we may need to contact your child's current or previous school as well as relevant external agencies to ensure your application is processed correctly. If there are no appropriate places available, your application may be referred to a Fair Access Panel or 'Task Group' for placement. Bradford children without a school place will be prioritised but the Fair Access Protocol is not a route to access a school place your child would not otherwise be entitled to. Please note that refusing to send your child to school is not the same as your child being without a school place.

If a place can be allocated, you will receive a letter to confirm this. The letter will contain an acceptance slip for you to return to the allocated school but you must also inform your child's current or most recent school.

If your application is unsuccessful, you have the right to appeal against the decision to not offer your child a place at your preferred school(s). Further information will be provided in your decision letter.

## Waiting lists

If your application is unsuccessful, you can ask for your child to be placed on a 'waiting list' with other unsuccessful applicants who have a continued interest in a particular school. Please note that there are no guarantees a place will become available to you from a waiting list and you cannot keep your child off school in the hope that a vacancy arises at your preferred school. We would always advise you accept the place that is offered to you as you can still add your child's name to the waiting list(s) for your preferred school(s).

Most primary school waiting lists are held for the entirety of the academic year in which the application is made. Most secondary school waiting lists are only held for one term. Please refer to the individual school's admissions policy for further details. Applications are not transferred from one term to the next (secondary schools) or from one academic year to the next (primary schools) so, once a waiting list has closed, you will need to complete a new application if you still wish your child to be considered for a place in your preferred school. Please note that Feversham College only holds a waiting list for the autumn term of Year 7.

Please note that the earliest we can process applications to transfer schools for the start of September is 1 June each year.

## Office Use Only

Received	Input	NCY	StudID
Batch No.	Scan Date		

City of Bradford MDC

www.bradford.gov.uk

**IN-YEAR COMMON APPLICATION FORM (ICAF) 2016-17**

Please consult the guidance notes before completing this form in BLOCK CAPITALS. Further notes are on the back page.

**DO NOT USE THIS FORM IF YOUR CHILD HAS A STATEMENT OF SEN / EHCP.****Section 1: Child's details**

<b>First name</b>			<b>Date of birth</b>	D	D	M	M	Y	Y	
<b>Middle name</b>			<b>Gender (please tick)</b>	Male		Female				
<b>Legal surname</b>			<b>Does he/she speak English?</b>	Yes	No	Some				
<b>Child's home address</b>	<b>No. / Street</b>			<b>Postcode</b>						
	<b>City / Town</b>									
<b>Date moved in</b>	D	D	M	M	Y	Y	If you have moved recently or plan to move, you will need to provide evidence <sup>1</sup>			
<b>Future address and moving date:</b>										

**Section 2: Parents' / carers' details**

Name of parent / carer 1 living at the home address above

<b>First name</b>			<b>Title (Mr, Mrs, Ms, Miss, Dr, etc.)</b>						
<b>Surname</b>			<b>Relationship to child<sup>2</sup></b>						
<b>Daytime phone</b>			<b>Mobile</b>						
<b>Email address</b>									
<b>Home language</b>			<b>Do you speak English?</b>	Yes	No	Some			

Name of parent / carer 2 (if applicable) at the home address above

<b>First name</b>			<b>Title (Mr, Mrs, Ms, Miss, Dr, etc.)</b>						
<b>Surname</b>			<b>Relationship to child<sup>2</sup></b>						
<b>Daytime phone</b>			<b>Mobile</b>						

If another adult has parental responsibility<sup>3</sup> and lives at a different address from the child, please give details below.

If you give permission for another adult to discuss the application on your behalf (for example if you are not confident in spoken English) please give details below. We will only be able to discuss the application with people named on this form.

**Section 3: Your school preferences**You may apply for up to three Bradford schools<sup>4</sup>. Please specify which schools you wish to apply for as you can only be added to waiting lists for schools you have preferred.If you are new to Bradford and simply wish to be considered for your nearest schools, please tick this box<sup>5</sup> 

<b>Preference 1</b>			Tick if sibling attends	
<b>Preference 2</b>			Tick if sibling attends	
<b>Preference 3</b>			Tick if sibling attends	

Please give details of any siblings<sup>6</sup> living at the same address who already attend your preferred schools

<b>Sibling's name</b>			<b>Date of birth</b>	D	D	M	M	Y	Y
<b>Sibling's name</b>			<b>Date of birth</b>	D	D	M	M	Y	Y

If you are also making applications for other children to transfer schools please tick this box 

Please note that you will need to complete a separate application form for each child.

**Section 4: Reason for changing school (please tick)**

<input type="checkbox"/>	<b>Moving from one area of Bradford to another</b> (please remember to provide evidence of the move)									
<input type="checkbox"/>	<b>Moved to Bradford from another area of the UK</b>		Which town / city?							
<input type="checkbox"/>	<b>Moved to Bradford from another country</b>		When did the child arrive?		D	D	M	M	Y	Y
<input type="checkbox"/>	<b>Other reasons<sup>7</sup></b> . Provide details below, giving as much information as possible. Continue on a separate sheet if necessary.									

**Section 5: School history (this must be completed even if the previous school was not in the UK)**

<b>Current or most recent school</b>																	
<b>School address</b>																	
<b>Town / City</b>							<b>Postcode</b>										
<b>Telephone</b>							<b>Has a transfer been discussed with the school?</b>			<b>Y</b>	<b>N</b>						
<b>Date started</b>		<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Is the child still attending?<sup>8</sup></b>		<b>Y</b>	<b>N</b>	<b>Date last attended</b>		<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>

Reason for leaving:

<b>Previous school</b>												
<b>Town / City</b>							<b>Date left</b>		<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>

Reason for leaving:

**Section 6: Additional Information**Please indicate which of the following apply to your child. At least one box MUST be ticked. Please tick all that apply.

<b>Looked After Child or Formerly Looked After<sup>9</sup></b>		<b>Young Carer</b>									
<b>Asylum seeker / refugee</b>		<b>Gypsy / Roma / Traveller child</b> (delete as appropriate)									
<b>Child with a disability / serious medical condition<sup>10</sup>.</b> Please give details and continue on a separate sheet if necessary. You will need to provide relevant supporting documentation before we are able to take the condition into consideration.											
<b>Child with significant behaviour or attendance issues.</b> Please give details and continue on a separate sheet if necessary:											
<b>Child has been permanently excluded</b>		<b>Child is registered on Elective Home Education</b>									
<b>Child has been out of education for two months or more</b>		<b>Homeless child</b>									
<b>Child has been in the criminal justice system or a Pupil Referral Unit and needs to be reintegrated</b>											
<b>Child is known to the police or other agencies, e.g. CAMHS, Child Protection – please give details in the table below</b>											
<b>None of the above</b>											

If any agencies / services offer support to your child, please provide details here

<b>Agency</b>	<b>Contact Person</b>	<b>Contact Telephone Number</b>
CAMHS / Family Support		
Child Protection / Safeguarding Board		
Education Welfare		
Educational Psychologist		
Social Services		
Youth Offending Team		
Other (please state)		

**Section 7: Ethnic monitoring (please circle the ethnic origin of your child)**

Bangladeshi	Black Caribbean	Black African	Chinese	Gypsy Roma
Indian	Mirpuri Pakistani	Mixed Asian/White	Mixed Black African/White	Mixed Black Caribbean/White
Traveller Irish heritage	White British	White Irish	White Eastern European	Other White background
Other Asian background	Other Black background	Other mixed background	Other Pakistani	Do not wish to give ethnicity

**Section 8: Declaration**

- I certify that I have parental responsibility for the child named in Section 1, that I have read and understood the attached guidance notes and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or misleading information and/or supporting papers, or withholding any relevant information, may result in the withdrawal of the offer of a school place.
- I understand that additional information may be requested from previous schools, local authorities or other agencies to validate this application.

Signature of parent/carer..... Date.....

**Data Protection Act 1998:** by signing this form you are giving your consent for City of Bradford MDC Children's Services to process the information detailed in this form for the purposes of school admissions. The information may be shared not only with other departments but also with other relevant professionals and bodies such as schools, the Department for Education and the NHS. This sharing will only be done where it is necessary to provide you with a school place or where we are legally obliged to do so and is strictly in accordance with the Data Protection Act 1998.

**Section 9: This must be completed by a member of the SLT<sup>11</sup> at your child's current school**

<b>School name</b>		<b>Contact name</b>		<b>School stamp</b>
<b>Tel / email</b>		<b>Post title</b>		
<b>Please confirm the attendance dates in Section 5, stamp the form and tick the relevant box below.</b>				
The pupil has a good attendance record, presents no challenging behaviour and requires no additional support (Part Two not required).		Further information will be provided by school. Part Two of this form will be sent directly to the Admissions Team.		

**IN-YEAR COMMON APPLICATION FORM (ICAF) 2016-17  
PART TWO – FURTHER INFORMATION**
**To be completed by the child's current / most recent school**
**City of Bradford MDC**
[www.bradford.gov.uk](http://www.bradford.gov.uk)

<b>School Name</b>											<b>Contact Name</b>																				
<b>Pupil Name</b>											<b>Pupil D.O.B.</b>																				
<b>Unique Pupil No.</b>																					<b>SEN Stage</b>										
<b>Date started</b>	M	M	Y	Y	<b>Is the pupil still attending?</b>	Y	N	<b>Date last attended</b>	D	D	M	M	Y	Y																	

This section will be used to help assess whether the child's application is dealt with through the Fair Access Protocol. Please provide as much detail as possible, bearing in mind what information you would wish to know if the situation were reversed and the application was for your school.

Please circle the answers to the following questions before attaching behaviour and attendance logs as well as details of any support plans that may be in place. Please return Part One of the application to the parent and send this sheet with any additional documents to:

**Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN**

Email: [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk) Tel: 01274 439200

1	Do you feel a transfer would be detrimental to the pupil?	Y	N	<b>If the pupil is in Y10 or Y11, please provide curriculum information.</b>	
2	Has attendance been below 85% in the last 12 months? (Attendance log required)	Y	N		
3	Does the pupil present challenging behaviour? (Behaviour log required)	Y	N	Subject	Syllabus
4	Has the child received any fixed term exclusions?	Y	N		
5	Has a Managed Move been considered?	Y	N		
6	Has the pupil previously attended a PRU?	Y	N		
7	Is the pupil at risk of permanent exclusion?	Y	N		
8	Does the pupil require additional support in school?	Y	N		
9	Are any agencies supporting the pupil / family?	Y	N		
10	Is the pupil subject to a Child Protection Plan?	Y	N		
11	Does the pupil have a CAF in place?	Y	N		
12	Does the pupil qualify for Pupil Premium?	Y	N		
13	Would you like to add any further information?	Y	N		

If you answered yes to any of these questions, please provide further details here:

## Notes to help complete the form

### Section 1

1. If you have moved within the past three months or plan to move in the near future, you need to provide evidence of the move before we are able to consider your new address for the application. Examples of the supporting documents we require are: tenancy agreement, recent utility bill, recent Child Benefit or Tax Credits letter, letter from a solicitor confirming the completion of the house purchase. You will also need to make your child's current school aware of your house move. Please note that if the tenancy/ownership of the previous address has not been surrendered, a new address may not be considered.

### Section 2

2. Please state your relationship to the child, e.g. mother, father, social worker, etc.
3. For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:
  - he was married to the child's mother when the child was born (even if later divorced or separated)
  - the child was born after 1 December 2003, and he is named on the birth certificate
  - a parental responsibility agreement is obtained from a court or by agreement with the mother

Where parents have shared responsibility for a child, they must discuss and agree upon the application being made but please state any reasons why you feel the application should not be discussed with another parent, e.g. if you are fleeing domestic violence.

### Section 3

4. If you wish to apply for a place at Idle CE Primary School, Shipley CE Primary School or any Catholic school, you must contact the school directly as they process their own applications; listing any of these schools on this form does not constitute an application. If the school you wish to apply for is in another local authority you will need to contact that authority for advice on how to apply. If you are applying for a school place on faith grounds you will also need to either complete a supplementary information form (SIF) at the school or submit a letter from a relevant religious leader. Please check the school's admission policy to see which applies.
5. If you choose this option your application will be considered for your three nearest schools, measured by a safe walking route and within two miles for primary school applications and three miles for secondary schools. Please note that choosing this option does not guarantee you a place in one of these schools.
6. "Siblings" are classified as brothers, sisters (including half- and step-brothers/sisters) and fostered and adopted children living at the same address. Please note that cousins and other relatives are not siblings. Please consult the relevant school's admissions policy to see if siblings in Year 12 and Year 13 are considered.

### Section 4

7. Before submitting an application to transfer schools you should talk to your child's current school about your reasons. Please include the outcomes of any meetings in this section. Please state your general reasons for requiring a transfer to another school as well as your specific reasons for applying for the school(s) named in Section 3. If your child has lost their place at school as a result of taking unauthorised leave, please detail what leave requests were made and provide copies of any correspondence between yourself and the school.

### Section 5

8. Where possible and even if you have moved house, your child should continue to attend their current school until a place has been secured elsewhere. If your child is no longer attending school, please provide their last date of attendance.

### Section 6

9. A Looked After Child is a child who is in the care of a local authority or who is being accommodated by a local authority. Applications for Looked After Children must be supported by a letter from the child's social worker stating why a specific school is best suited to meet the child's needs. Formerly Looked After Children are children who were Looked After but ceased to be so because they were adopted or became subject to a residence or special guardianship order. If this applies to your child you will need to provide copies of the relevant documents with your application.
10. Some schools give priority to children who have significant medical needs that can only be met by a specific school. If you are applying on these grounds, you must provide written evidence from a hospital consultant or paediatrician that states why your preferred school is the **only** school that can meet your child's needs. If you are unable to provide this, please supply what evidence you can as any information you provide may be considered by the relevant Fair Access panel.

### Section 9

11. This section must be completed by a member of the Senior Leadership Team at your child's current school. Please make sure that the application has been stamped by the school as the form may be returned to you if this section is incomplete. The school may need to supply further information to support your application. If this is the case the school will detach Part Two and send it directly to the Admissions Team. If your child does not currently have a school place, we may need to contact your child's previous school for this information and this could delay your application.