Birmingham City Council

Local Authority Application for a Change of School (In-Year)

You **must not** use this form to apply for a change of school place if your child has an Education Health and Care Plan. Please contact SENAR for details: www.birmingham.gov.uk/senar

For School/Academy Use Only Details Sent to School Admissions and Fair Access Service **Date:**

Before completing **all 4 pages** of this form please read the "Admissions Arrangements" available for viewing at: www.birmingham.gov.uk/schooladmissions.

IMPORTANT: Proof of your home address MUST be provided with this form

Acceptable proof includes a photocopy of your most recent council tax bill, recent utility bill (gas, water or electric) received in the last 6 months, in the name of the person making the application. **Failure to provide acceptable evidence may affect your child's eligibility for your preferred school.**

Part 1	**Your Child's Details**

Child's Name:	**Male/Female:**
Date of Birth:	**Current Year Group**
Home Address:	**Postcode:**
Please provide your Birmingham Council Tax Reference Number (If you live in Birmingham): **Note:** You can still apply if you do not live in Birmingham but your application will be considered from your current address.	

Check if the school you are applying for has any additional forms that you are also required to complete in addition to this form, these are usually required by schools that have faith criteria and are known as supplementary information forms.

Part 2	**School you are applying for**

LA/DFE Number:	**School Name**	**Brother/Sister who will still be attending this school**	**Reasons for preference**
		Full Name: DOB: Gender	

Reasons why you want your child to move to another School?

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Current or Previous School: **Address of School :** **LA/DFE Number:** **Is your child still attending**? Yes ☐ No ☐
If no, what date did they last attend? **Date they left the school?**

Is your child in care (looked after)? Yes ☐ No ☐
Has your child previously been in care (looked after)? Yes ☐ No ☐

If yes to either of the above, please confirm:
Name of Local Authority: **Name of Social Worker**

In the case of previously looked after children, to ensure that your child is given the highest priority against the school's oversubscription criteria please supply a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he/she was looked after immediately prior to that order being made. **Note:** Some Schools give priority to children who were previously looked after outside of England and they will advise what proof they deem acceptable to prove this.

In Birmingham we operate a Fair Access 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:

Has your child ever been excluded? Yes ☐ No ☐
If yes, please give all dates of any fixed term and/or permanent exclusions and/or managed moves:
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?
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):
Any other information relevant to this application, for example social, medical, educational or disciplinary?

Has your child ever been excluded? Yes ☐ No ☐

If you are applying for a school that gives priority to children of staff, please provide the following information:

School: Name of parent employed by school:

Position: Employment Start Date:

Part 3	**Faith**

If you have named any faith schools as a preference please complete the following details,

If Catholic:

Has your child been Baptised Catholic or received into the church? Yes ☐ No ☐

Date of Baptism Name of Church

If Church of England:

Do you attend church regularly? **Parent:** Yes ☐ No ☐

Child: Yes ☐ No ☐

If Muslim: Which Mosque does the pupil normally attend?

If other faith: Please provide any relevant details:

Please ensure that you have completed any supplementary information forms that are required by your preferred school. Failure to complete supplementary information forms may affect the outcome of your application.

Part 4	**To be completed by Head Teacher or Principal of your child's current or most recent school.**

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

Please ensure that sections 1 – 4 are complete and that you have provided any necessary documentation.

Failure to sign and date the declaration in section 5 on page 4 below, will result in your application not being processed by the school.

Part 5	Declaration by parent/carer

I declare that the information I have given on this form is correct. I understand that, if at a later date, this information is found to be incorrect the school place offered to my child may be withdrawn.

Title:

Full Name

Contact details: **Home tel. no**. **Mobile tel. no**. **Email**:

Relationship

(Mother, Father, Family member (live in same household), Stepparent, Relative, Social worker, Foster parent, Other)

If "other", provide details

Signed

Date

For details on how Birmingham City Council handles your data please visit:
www.birmingham..gov.uk/privacy
For details on how the School you are applying for handles your data please visit their website.