

John Masefield High School

Mabel's Furlong, Ledbury, Herefordshire, HR8 2HF
Tel: 01531 631 012 Web site: www.jmhs.hereford.sch.uk

In Year Transfer Application Form (Other than at normal time of admission)

Completed application to be forwarded to the Admissions Officer at John Masefield High School
Email Admissions@JMHS.hereford.sch.uk

Please read attached guidance notes before completing

1 – Pupil Details

Surname -	Forename(s) -	Nationality -
Date of Birth -	Gender - Male / Female	
Current Address	Post Code	
New Address (if moving)	Post Code	Date Due to Move

2 – Please state schools that child has attended in the last year, starting with current school

Name of School (please include contact telephone number)	Date started	Date left

3 – School Preference

Name and address of school	Date school place required

4 – Please indicate the reason for your request for a transfer to another school

Moving house - Yes / No	Planned date of move -
Moved house - Yes / No	Date of move -
Other reason(s) - please comment, eg UK Personnel posting	

5 – Details of person making the application

Title - Mr / Mrs / Miss / Ms / other	Forename -	Surname -
Relationship to pupil - <i>eg Mother, Father, Step-Parent, Social Worker, Foster Parent, or other relative (please state)</i>		Do you have Parental Responsibility for this child? Yes / No
Contact Number(s): Landline - Mobile -		Email Address:
THE DECLARATION I declare that the information on this form is correct and I have read the condition stated on the Important Notes (enclosed with this form). I understand that a place may be lawfully withdrawn if it is proved to have been offered on the basis of fraudulent or misleading information.		
Signed _____		
Print Name _____		
Date _____		

6 – This section to be completed by the child's current school (required where the child is moving from a UK school). The application will be returned if this section is incomplete.

In which year group is the child currently educated?	Year -
Does the child have any Banded Funding, or a Statement of SEN? If Yes, please specify -	Yes / No
Is the child a Looked After Child, or, a previously Looked After Child? If Yes, please specify the relevant Local Authority -	Yes / No
Has the child ever been excluded (fixed period or permanently)? If Yes, please give date(s), reason(s) and duration -	Yes No
Does the child have any record of Persistent Absence? What is the child's current attendance? -	Yes / No
Is the child supported by other agencies (eg MBSS, EWS, YOS etc) ? If Yes, please provide details including contact name(s) and number(s) -	Yes No
Does the child currently have a CAF in place? If Yes, please name lead officer -	Yes / No
Where no move of house has taken place, has school discussed the reason for transfer with the parent/carer? Please note any relevant details:-	
Signed _____	
Print Name _____	
Position _____	
Date _____	

In Year Transfer (IYT) guidance notes adopted from Herefordshire Council by John Masefield High School

Important notes to be read before filling out the In Year Transfer Application Form

Transferring Schools

Parents wishing to transfer their child to the same age group in another local school should discuss the transfer with the Head Teacher of the pupil's present school in the first instance.

Parents should give thorough consideration to any application to transfer schools. It is feasible for places to be offered at a school up to a maximum of six school weeks ahead of your child's intended start date – this will allow for a planned approach to your child's transfer.

It is important for parents to visit the school or schools you have an interest in beforehand. This visit may influence your decision about which school(s) to apply for. Please note however that interviews are not part of the admissions process, although it is sensible for you to discuss with school staff any issues that you feel are important, or that the school will need to address in the event that a place is offered following an application. If you are not able to visit a school information is available on the internet via www.herefordshire.gov.uk. You may also wish to consult the latest ofsted report via www.ofsted.gov.uk, and the individual website for the school that you are interested in. Alternatively contact the School Admissions Office on 01432 383168, or schooladmissions@herefordshire.gov.uk

The outcome of your application will be communicated to you by the Admissions Authority for the school. Where vacancies are limited and more applications are received than places available, the places will be allocated by means of the over-subscription criteria for the school published in the Information for Parents Booklet available on the Herefordshire Council Website.

Getting to School

Parents should think about how their child will get to school. Free School Transport is only provided in specified circumstances. Please consult the transport section of the Council's website, here you will find information about entitlement to school transport, and a downloadable application form. Alternatively please contact the transport section on 01432 260924 who will assist you further.

Procedure required from the parent when completing the In Year Transfer Application Form

If you decide to make a formal request for transfer, please complete the In Year Transfer Application Form over leaf making sure that your current school completes section 6 before submitting to your preferred school.

All straightforward applications will be processed within 10 school days, provided that all sections are completed.

In Year Transfer summary of procedure

- Parent / Guardian - determines preference school by visiting or researching local schools.
- Parent / Guardian and current school - completes application.
- Parent / Guardian - submits application to preferred school.
- The Admissions Authority for the school informs parent / carer of the outcome within 10 school days assuming the application is straightforward. (Academy and Voluntary Aided schools act as their own Admissions Authority)
- If application is not straightforward the Head teacher of the school may advance the application to the Local Authority for consideration under the In Year Fair Access Protocol - a decision will be made within 20 school days.
- If refused a place at your preferred school you will be offered the opportunity to appeal against the decision. How to appeal will be detailed in the refusal letter.
- If refused or you require further assistance to resolve an In Year Transfer issue contact the School Admissions Office on 01432 383168 for advice.