

## In year school transfer applications - Key Information

**Parental Responsibility** – You can only submit an application for a school place if you have parental responsibility. If you share parental responsibility, all those who share responsibility must be in agreement about the preferences and information submitted. If we receive conflicting preferences for the same child we will not process the application unless provided with further evidence as to which preferences should be accepted, for example a family court order.

**I am not happy with my current school** – If you are unhappy with your current school you should discuss the matter with the head teacher. It might be possible to resolve any problems without having to disrupt your child's education. If you still want to transfer your child you should complete the application form and return it to the admissions team. Alternatively you can apply online at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions)

**I am moving to another area** - If you are moving to a new address that is still within a reasonable distance of your child's school you should consider staying at the current school to avoid any disruption to your child's education. If you are unable to travel to school from your new address you should make sure that your application is received as soon as possible, giving full details of your new address, so that there will be minimum disruption and your child can re-settle quickly. Your child must continue to attend their current school until a new school place is allocated.

**How will a transfer affect my child's education?** Research on the effects on children of changing schools shows that education is adversely affected for most children if they move from one school to another. The more a child changes school, the greater the effects on their educational progress and personal and social development and well-being. Although a change is sometime unavoidable you should give full consideration to the potential effects of moving them unnecessarily.

**Students in years 10 and 11** – If your child is in year 10 or 11 they will have already chosen and started their exam subjects and courses. Moving children in these year groups (especially year 11) can be very difficult. Not all schools offer the same subjects, some use a different syllabus or exam board. In some cases classes could already be full for your child's chosen subject or the school may not be able to offer a timetable that allows your child to continue with all of their chosen subjects. A change of school could therefore affect your child's exam results.

**Fair Access** - Every local authority has to have a Fair Access Protocol which applies to all schools in that local authority's area. The protocol covers those in-year transfers that are not straight forward. The protocol also helps the local authority try to prevent individual schools having to take in too many children with challenging behaviour problems. If you make an application for an in year transfer and it meets the criteria for Fair Access, the admissions team will contact you to advise you how your application will be processed.

**How are places allocated?** – Decisions about whether a child can be given a place are made by the school's admission authority. For most primary and secondary schools in Hull the governing body of the school is the admissions authority. Places are allocated according to the published admission arrangements for the school. Details of these can be found in the guides for parents on the Hull City Council website at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions)

**Travel assistance** – when considering your choice of school you should also consider how you child is going to get there. The Council does provide assistance with travel to and from school in a number of situations. Some schools provide their own scholars busses for pupils. For other schools a free travel pass can be given for public buses where a child meets the criteria. Information about the home to school transport policy can be found on the Hull City Council website at [www.hull.gov.uk/schools](http://www.hull.gov.uk/schools)

**Children with Special Educational Needs** – Where children have a Statement of Special Educational Need, or an Education Health and Care Plan there is a different admission and appeals process. Children who have a statement/plan should make any request to change school directly to the SEN team. If your child is receiving SEN support at their current school but does not have an Education Health and Care Plan or a Statement of Special Educational Need you should complete and return the enclosed form to the school admissions team.

**How long will an application take** – In year applications are normally dealt with within 15 school days. If applications are received immediately before or during a school holiday the application will be delayed until after the schools return. If the application is referred to the Fair Access Panel a decision will not be made until after the next panel meeting. The admissions team will advise you of when this will be.

**Children in local authority care** - Children in local authority care often need extra help and support. To help ensure that the right school is chosen for a child in local authority care, additional information about the child is needed. To ensure that there are no delays in processing the application the in year application form must be seen by a senior manager from Children's Social Care or the local authorities Virtual School for Looked After Children.

**What if my application is unsuccessful?** – If a place cannot be offered at your choice of school we will write to you to offer the right of appeal. You can make your appeal to an independent panel for a place at your chosen school once each academic year. You will not be able to make a second of subsequent application for a place at the same school in the same school year. Applications for the next school year will only be considered after 31 May in the current school year.

**Waiting Lists** – If your application is unsuccessful and you can write to the admissions team to request that your application is kept on a waiting list for your chosen school. The waiting list will be

kept for the school year. At the end of the school year if you still want a place at the school you must make a new in year transfer application for the correct year group.

**Preference of school** – information about each school can be found on each school's website. The admission criteria for each school are also available in the Guide for Parents which is available on the Hull City Council website at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions). Schools are not all the same. Secondary schools may offer different curriculum subjects or may have longer working days. We recommend that you contact the school before making an application to ensure that you are happy with the ethos, policies and curriculum before making your application.

**Making an application** – Make sure that all sections of the application form are fully completed. Checks are carried out where there are concerns that an application has been made giving false or misleading information. Any application found to be fraudulent can be refused or any given place can be withdrawn. If the application does not meet the requirements for the fair access panel, the application form is forwarded to the requested school and a copy is sent to the current school. The admissions team will write to you to confirm whether a place can be offered or to give you the right of appeal.

**UTC** – if your child is in year 10 you and want to make an application to the Ron Dearing University Technical College you should contact the College directly.

**14-16 College** if your child is in year 10 and you want to make an application to the 14-16 College you should contact the College directly.

**Further Help and Advice** – Information and parental guides are available on the local authority website at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions). If you can't find the answers to your questions you can contact the school admissions team on 01482 300 300 or by emailing [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)