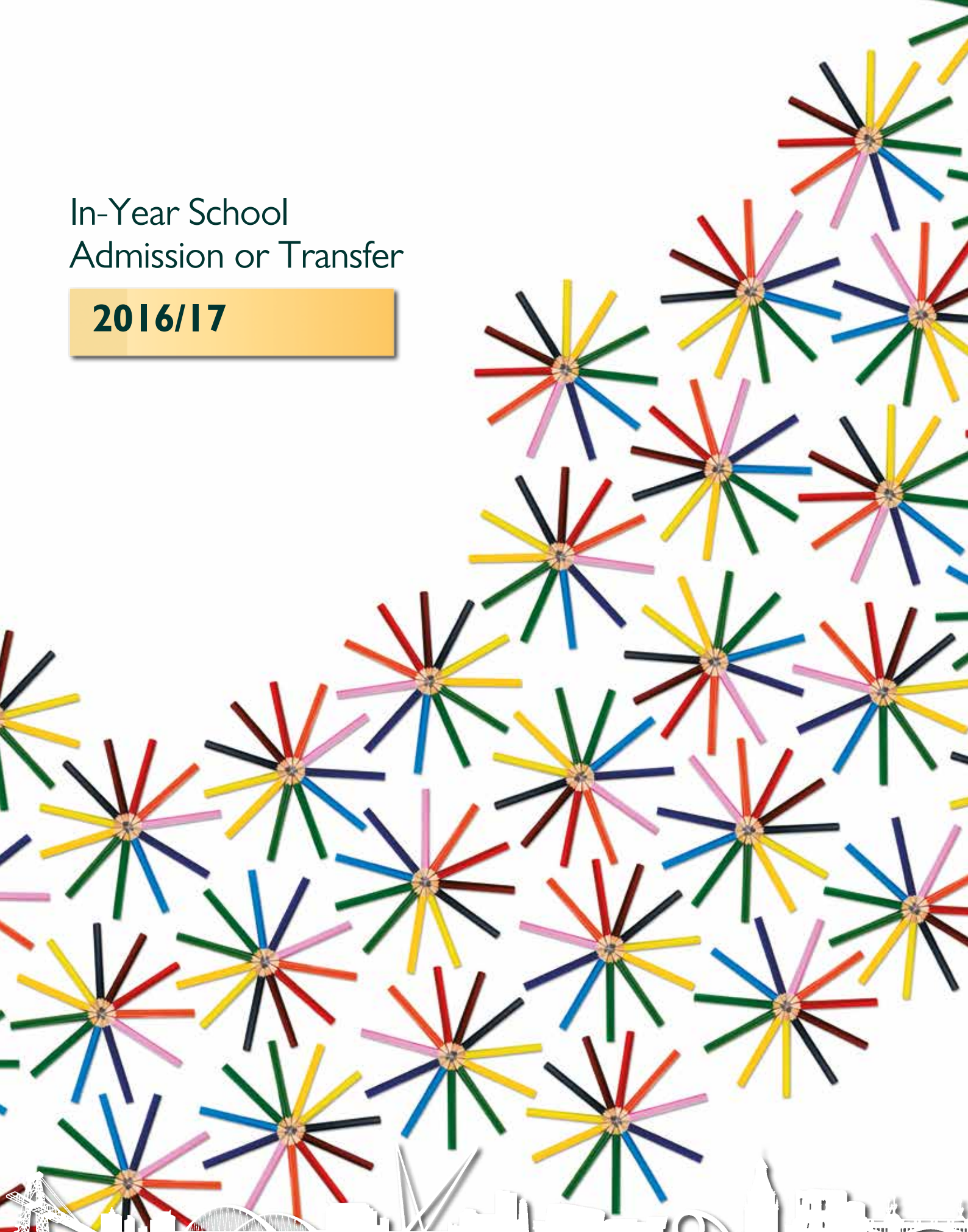


In-Year School Admission or Transfer

2016/17



Other available languages and formats

Mae'r ffurflen hon ar gael yn Gymraeg fodd bynnag, os hoffech gael y wybodaeth hon mewn unrhyw fformat arall, er enghraifft braille neu brint bras, neu help gyda chyfieithu i iaith arall, cysylltwch â'r Tîm Derbyn i Ysgolion drwy ffonio 01633 656656 neu e-bostio school.admissions@newport.gov.uk

Welsh

This form is available in Welsh however, if you would like this information in any other format, for example braille or large print, or help with interpretation in a different language, please contact the School Admissions Team on 01633 656656 or by emailing school.admissions@newport.gov.uk

English

بالغة تفسيير في مساعده أو الكبيرة، الطباعة أو للقراءة ببراييل طريقة الممثال سبيل على آخر، شاكل أي في المدخلومات هذه ترغب كفت إذا school.admissions @ newport.gov.uk البريدي طريق عن أو 01633 656656 على المدرسة فرييق القبول الاتصال يرجي مختلف، newport.gov.uk

Arabic

আপনার যদি অন্য কোন বিন্যাসে এই তথ্য পেতে চান, যেমন একটি ভিন্ন ভাষা ব্যাখ্যার সাথে ব্রইল অথবা বড় প্রিন্ট, বা সাহায্য, 01633 656656 বা school.admissions@newport.gov.uk ইমেল করে স্কুল প্রবেশিকা টিমের সাথে যোগাযোগ করুন

Bengali

如果您想任何其他格式的信息，例如盲文或大字，在不同的语言解释或帮助，请联系学校招生小组 01633 656656或通过电子邮件 school.admissions@newport.gov.uk

Chinese

Pokud byste chtěli tuto informaci v jiném formátu, například Braillovo písmo nebo velký tisk, nebo pomoc s výkladem v jiném jazyce, obraťte se na školu Přijímací tým na 01633 656656 nebo e-mailem school.admissions@newport.gov.uk

Czech

Si vous souhaitez cette information dans tout autre format, par exemple en braille ou en gros caractères, ou si vous souhaitez une traduction dans une autre langue, veuillez contacter l'équipe de l'école Admissions sur 01633 656656 ou par courriel à school.admissions@newport.gov.uk

French

आप किसी भी अन्य प्रारूप में इस जानकारी चाहते हैं, उदाहरण के लिए एक अलग भाषा में व्याख्या के साथ ब्रैल या बड़े प्रिंट, या मदद, 01633 656656 पर या school.admissions@newport.gov.uk ईमेल करके स्कूल प्रवेश टीम से संपर्क करें

Hindi

Jeśli chcesz te informacje w innym formacie, np. Braille'a czy duży druk, lub pomoc przy interpretacji w innym języku, prosimy o kontakt z Zespołem przyjęć do szkół na 01633 656656 lub wysyłając school.admissions@newport.gov.uk

Polish

Dacă doriți informații în orice alt format, de exemplu, de imprimare Braille sau mare, sau de ajutor cu interpretarea într-o altă limbă, vă rugăm să contactați Admitere echipa de școală pe 01633 656656 sau prin email school.admissions@newport.gov.uk

Romanian

Ak by ste chceli túto informáciu v inom formáte, napríklad Braillovo písmo alebo veľká tlač, alebo pomoc s výkladom v inom jazyku, obráťte sa na školu Prijímacie tím na 01633 656656 alebo e-mailom school.admissions@newport.gov.uk

Slovak

Se você gostaria de ter esta informação em qualquer outro formato, por exemplo braille ou letras grandes, ou ajuda com a interpretação em um idioma diferente, por favor entre em contato com a Equipe de 'Admissões Escola' pelo telefone 01633 656656 ou pelo e-mail school.admissions@newport.gov.uk

Portuguese

Başka bir formatta bu belgeyi almak isterseniz, örneğin farklı bir dilde yahut braille veya büyük harflerle, bu numarayı arayın 01633 656656 veya school.admissions@newport.gov.uk electronic mail gönderin lütfen.

Turkish

بسیار کے بتسیرج میں زبان مختلف ایک پر طور کے مثال ہو، ہیں جیسے معلومات یہ میں فرہیٹ دوسرے بھی کسی کو آپ اگر رابطہ سے تیم داخلہ اسکول کر کے میل ای school.admissions@newport.gov.uk یا پر 01633 656656 یا ہرنٹ بڑے یا بریل کریں

Urdu

In-Year School Admission or Transfer 2016/17

To apply for a place within a Newport community maintained school, during the academic year, please read the following guidance before completing the application form.

Parents can ask to change schools at any stage of their child's education. Indeed there may be a number of valid reasons for doing so, such as moving house etc. However, changing schools is an issue that needs to be given serious consideration as it is not always the answer and can have a detrimental effect on a child's education. If you are thinking of applying to transfer your child to another school, you are advised to consider the following:

What year group is my child in?

- Years 10 and 11 are a critical time for pupils who are undertaking examinations and therefore parents should consider this very carefully as there is no guarantee a child's subject choices can be met in an alternative school. Parents of pupils in these year groups should note that with the support of all of Newport's secondary schools, the Council actively discourages requests for transfer at this stage of a child's education.
- For pupils in Years 12 and 13 (age 16+), the Council has currently agreed to delegate responsibility for the determination of admission arrangements for sixth forms to Governing Bodies of community schools, and these applications should be made directly to the school.
- It is the Council's expectation that children are taught in their chronological year group, unless exceptional circumstances apply. Where there are exceptional circumstances consideration will be given to a parent's request for admission outside the normal age group. However please note that there is no right of appeal if a place has been offered but not in the desired year group.

Have I discussed all options with my child's current school?

- Whilst there are a vast number of reasons for applying to another school, you are advised to discuss your options with your child's current school in the first instance, as there may be strong educational reasons why a transfer should not take place, which you will need to consider.
- Parents are strongly advised that where possible, children should not be removed from their current school until a suitable alternative place can be found. Non-attendance will be recorded as unauthorised absence and could be reported to the Education Welfare Officer.
- Note that a school transfer will not disrupt any action already being pursued by the Education Welfare Service.



How will my child travel to school?

- Careful consideration needs to be given to how your child will travel to school, as you will not necessarily be eligible for transport assistance, even if you have previously qualified.
- For Newport residents free home to school transport is provided to pupils who live 2 miles or more, for primary aged pupils, and 3 miles or more, for secondary aged pupils, from their catchment or nearest available school (including Welsh-medium and faith). Further details on how this is assessed can be found in the Parents Information Handbook.

What Next?

If you wish to proceed, please complete the attached In-Year School Admission or Transfer 2016/17 application form and return to the **School Admissions Team, Civic Centre, Newport. NP20 4UR.**

All transfers must be approved by the Council, who will endeavour to make a decision within **15 school days (or 28 calendar days)** from the date the application is received, although this is not guaranteed and at busy times may be delayed. Headteachers cannot give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally by the Council.

Should you wish to apply for a place at a Voluntary Aided (faith) school, please contact the school direct.

How we allocate places

All applications are processed in accordance with the Council's admissions policy and the Council will try to comply with parental preference where possible. However in cases where the number of applications is greater than the number of places available, the following oversubscription criteria will be applied to determine priority:

Oversubscription criteria for admission to community nursery schools and classes

1. **Looked-After Children** (children in public care) and **previously Looked-After Children** (evidence may be required to substantiate this).
2. Those pupils living **within the catchment area** (see note 1 below) and making an application on **medical grounds** (see note 2 below).
3. Those pupils living **within the catchment area** (see note 1 below).
4. Pupils living **outside of the catchment area** and making an application on **medical grounds** (see note 2 below).
5. Pupils living **outside of the catchment area**.

Oversubscription criteria for admission to community primary, infant and junior schools

1. **Looked-After Children** (children in public care) and **previously Looked-After Children** (evidence may be required to substantiate this).
2. Those pupils living **within the catchment area** (see note 1 below) and making an application on **medical grounds** (see note 2 below).



3. Those pupils living within the catchment area (see note 1 below) but with relevant siblings (see note 3 below).
4. Those pupils living within the catchment area (see note 1 below).
5. Pupils living outside of the catchment area and making an application on medical grounds (see note 2 below).
6. Pupils living outside of the catchment area but with relevant siblings (see note 3 below).
7. Pupils living outside of the catchment area.

Over-subscription criteria for admission to Voluntary Controlled Infant and Junior Schools

Malpas Church in Wales Infant School and Malpas Church in Wales Junior School are voluntary controlled schools for which the Council is the Admissions Authority. As a result the Council's published over-subscription criteria as outlined above is applied to applications for both schools. Within each category however, the following priority order is afforded:

- Children and / or parent(s) who are practising members of the founding religious body of the school (Church in Wales);
- Children and / or parent(s) who are practising members of other Christian churches or religious denominations;
- Children and / or parent(s) who are practising members of other faiths.

In determining this priority, the word "practising" is defined as at least once a month for the last six months attendance at Church by at least one parent and / or child (where necessary this may be confirmed with a member of the clergy).

Oversubscription criteria for admission to community secondary schools

1. **Looked After Children** (children in public care) and **previously Looked After Children** (evidence may be required to substantiate this).
2. Those pupils living within the catchment area (see note 1 below) and making an application on medical grounds (see note 2 below).
3. Those pupils living within the catchment area (see note 1 below) but with relevant siblings of statutory school age (see note 3 below).
4. Those pupils residing within the catchment area (see note 1 below).
5. Pupils living outside of the catchment area and making an application on medical grounds (see note 2 below).
6. Pupils living outside of the catchment area but with relevant siblings of statutory school age (see note 3 below).
7. Pupils living outside the catchment area.

After considering the above categories, or if the number of applications in any one of the above categories exceeds the published admission number, priority will be based on those residing closest to the preferred school, measured as the "shortest available walking route, accompanied as necessary" between the nearest entrance / front gate of the home and the nearest gate / entrance of the school.



Notes

1. The Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/guardians, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence may be required to support this.

2. Applications on medical grounds must be supported by a medical consultant's report, obtained by parents, specifying the medical advantage of the child attending the school. Please note that reports from family doctors are not accepted for this purpose.

3. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household and where they will still be registered at the school when the applicant is eligible to attend. Please note that siblings in Years 12 and 13 are not considered relevant under this criterion. In the case of admission to Infant and Junior Schools, siblings attending the corresponding Infant and Junior School will be considered relevant for this purpose.

Preference will be given to those parents who are seeking a place during the current term over those seeking a place in the following academic year. Where a school is named in a statement of Special Educational Needs, there is a duty to admit the child to the named school.

Please note that attendance at a specific nursery, infant or junior school is not taken into consideration when determining priority for a normal admission round for Reception, Year 3 or Year 7, and does not guarantee a place at any school.

What if my application is refused?

- If the admission number of the relevant year group at the chosen school has already been reached, the transfer request will be refused and parents advised of their right to appeal against the Council's decision (note that there is no right of appeal for admission to nursery).
- If you live in Newport, you may be offered an alternative place in your catchment school or next nearest available school if your preferences cannot be accommodated. Alternative places for children who do not live in Newport should be sought from the home local authority.
- Your child's name will remain on a waiting list for the preferred school until the end of the academic year (31st August) in which the application is made, at which time a new application may be made. If spaces become available, they will be allocated to children in accordance with the published oversubscription criteria.
- Waiting lists do not give priority to children based on the date the application was added to the list.



In-Year School Admission or Transfer 2016/17

- Before filling in this form, you should read the guidance notes attached. Please answer all questions fully, ensuring that you sign the form in the space provided.
- School Admissions will try to issue a decision on your application within 15 school days, but at busy periods this may be delayed. Please allow adequate time for us to determine your application.
- For assistance with this application, email school.admissions@newport.gov.uk or call 01633 656656
- Details of your catchment school can be found at www.newport.gov.uk/schooladmissions

Section A: Child's details

Full legal name: _____ Male/Female Date of birth _____

Full chosen name (if different from above): _____

Home address: _____ Postcode _____

Is your child a Looked After Child a Previously Looked After Child Not applicable

For a **previously** Looked After Child please provide supporting evidence, such as an Adoption Certificate

For a Looked After child, please state the corporate parent

Social Worker's full name _____ Signature*: _____

* As the Social Worker for this **Looked After Child**, I confirm that this application has been fully considered and the first preference school named in Section C is the most appropriate to meet their needs.

Section B: Applicant's details

Full name: _____ Relationship to child: _____

Have all parties with parental responsibility for this child been consulted and confirmed full agreement to this application? Yes/No

If No, is there a court order in place or any legal restrictions that prevent you making this application? Yes/No

Are you in receipt of the Child Benefit for this child? Yes/No

Home address (if different from above): _____ Postcode: _____

Home Tel. Number: _____ Mobile Tel No. _____

Email address _____

Please indicate if you wish to receive correspondence in; English / Welsh / Bilingually



Section C: School preferences

Is your preference of school: English-medium Welsh-medium Faith-based
(You may need to apply to a different admission authority – see guidance notes)

Please list your preferred school(s) in order of preference;

1. _____
2. _____
3. _____

Immediate start required? Yes / No If no, date place required: _____

* This is an indication of when the place is required and does not guarantee a particular start date.

Section D: Additional needs

Does your child hold a Statement of Special Educational Needs which names a school? Yes / No

If yes, which school is named? _____

Please indicate your child's special medical circumstances, if any: _____

Section E: Relevant siblings

Does your child have a brother or sister already attending any of the schools you have listed? Yes / No

Or are you also making an application for another child? Yes / No

Sibling Name: _____ Date of birth: _____ School _____

Section F: Other information

Is this a child of UK Service Personnel or other Crown Servants, including diplomats? Yes / No

Is this a child of multiple birth, such as a twin or triplet? Yes / No

Will your child require any additional support in school with English translation / interpretation? Yes / No

What is your home language? _____

Section G: Current/last school:

Name and address of current/last school: _____

Reason for leaving: _____



The Council will make contact with your child's current/last school for an overview of their previous educational record, which will be passed to the school to which your child is admitted.

Have you discussed this transfer with your child's current school?

Yes / No

If your child is currently in Year 10 or 11, please state their current GCSE subject options below. Note that it may not be possible to accommodate these options in the school to which you are applying and **this is likely to have a significant, detrimental effect on their learning outcomes.**

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Has your child been permanently excluded from any school within the last five years? Yes / No

If yes, please provide the name of the school(s) _____ and the date the permanent exclusion began _____

Section H: Supporting evidence (please tick all relevant statements):

- For the purposes of this application, I give my consent for the School Admissions Team to refer to my Council Tax record. My Newport City Council Tax reference is _____
- I do not / cannot give my consent for the School Admissions Team to refer to my Council Tax record and therefore I attach the relevant physical evidence (see guidance notes for evidence required)
- I attach a copy of my child's birth certificate.
- Other relevant evidence is attached (please specify) _____

Section I: Declaration

I declare that I am this child's parent/legal guardian, and have parental responsibility for the child. The information I have provided is accurate and complete, to the best of my knowledge. I understand that my application will be processed in accordance with the Council's Admissions Policy and therefore there is no guarantee of admission to my chosen school.

Signed: _____ PRINT full name: _____

Date: _____

We recommend that you keep a copy of the completed form for your own records

Send this completed form to The School Admissions Team, Civic Centre, Newport NP20 4UR or via email to school.admissions@newport.gov.uk

DATA PROTECTION: Newport City Council is registered under the Data Protection Act 1998, allowing the Council to hold and process personal data. Such information will only be used for the purpose for which it was provided and as allowed by the Act. For the purpose of processing applications for school places in Newport the information you provide on this application form may be shared with other agencies that are directly involved in the education, health and welfare of school children, including other local admission authorities. Allegations of fraudulent claims will be investigated and places may be withdrawn if applicants knowingly provide false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.



Guidance notes for completing the application form

Section A: Child's details

Name: Your child may be known by one name but have a different legal name. The legal name is the name stated on the birth certificate (unless you have legally changed the child's name since birth. In this case please provide a copy of the legal change of name papers). Please note that the Council will refer to your child by their legal name for the purposes of this application.

Address: For the purposes of this application, the Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents, or the home address is in dispute, the place of residence of the person who receives Child Benefit will be considered the child's home. Please note that the Council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Applicants may be asked to supply additional documentation to support their application.

The Council will use the home address to determine the catchment school for allocation purposes. However please note that there is no guarantee of a place, even at your catchment school. Those pupils residing within a school's catchment area will be given priority over those children living outside the catchment area.

It is the applicant's responsibility to advise the School Admissions Team of any changes in circumstances including a change of address following submission of the application. Such changes may have an effect on the outcome of the application.

Looked after children / previously looked after children: Where the application is for a child who is currently under the care of a local authority, the relevant Social Worker must sign the application form to authenticate the validity of the application and confirm the appropriateness of choice of school. Evidence such as an Adoption Certificate will be required to confirm the status of previously looked after children.

Section B: Applicant's details

Please note that this application must be made by an adult who has parental responsibility for the child. It is not the responsibility of the School Admissions Team to determine parental responsibility; however it may be necessary for the Council to request evidence of such in certain circumstances. Where parental responsibility is equally shared, the Council will ask the child's parents to determine which parent should submit the application. If parents cannot agree and neither has obtained a court order stating who should be making the application, the Council will accept an application from the parent in receipt of Child Benefit for the named child (evidence of this will be required). If there is a residence order in place affecting the child for whom the application is being made, a copy of the order must be submitted with the application.

Where parental responsibility is held by someone other than the child's mum or dad, it will be necessary to submit evidence of this in support of the application. An acceptable form of evidence for this purpose would be a copy of any legal document awarding parental responsibility to the adult making the application.

Section C: School preferences

Faith / voluntary aided schools: If you would like to apply for a place at a faith or voluntary aided school (e.g. Roman Catholic schools in Newport or Charles Williams Church in Wales Primary School) please contact them directly to make an application. The School Admissions Team will not be able to consider any request for these schools as the Governing Body is the Admission Authority. Furthermore, these schools have their own admissions policy. For full details of these policies, parents are asked to contact the preferred school.

Community / voluntary controlled schools: Via this application form parents may express preferences for any Newport community or voluntary controlled school, including schools outside of a child's catchment area. This includes both English-medium and Welsh-medium schools. You may express more than one preference and give a reason for your preference(s). Expressing a preference does not guarantee admission to your chosen school but it will give your child priority over children whose parents have not expressed a preference for that school.



Section D: Additional needs

SEN: Children with a formal statement of Special Educational Needs are afforded priority **ONLY** if the school to which the parent is applying is named in Newport City Council's Statement.

Medical needs: For applications where the preference is based on medical grounds, the application must be supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school. Please note that reports from family doctors are not accepted for this purpose.

Section E: Relevant siblings

Children who will have a brother or sister at the school to which the parent is applying, after the date of admission, will be given a higher priority than those who do not. Please note however that having a sibling at the school does not guarantee admission for any other children in the family. Brothers and sisters, whether half, full, step, or foster will be considered relevant where living in the same household. Please note that siblings in Years 12 and 13 are not considered relevant.

This is not applicable to nursery applications.

Section F: Other information

Children of UK Service Personnel and other Crown Servants (including diplomats) moving to Newport will be determined as meeting the residency criteria for the relevant school catchment if their application form is accompanied by an official proof of posting declaring a definite return date, with confirmation of the new address wherever possible.

Children of multiple birth: If when applying the over-subscription criteria, the last child to be admitted is one of multiple birth, then the Council will admit the other sibling(s).

Language support: This information is used to determine the level of support that may be required in each school from the Gwent Education Minority-ethnic Service (GEMS) and is in no way used to determine the outcome of any application.

Section G: Current/last school

Upon receipt of your application and where possible, the School Admissions Team will make contact with your child's current school to discuss your request for a transfer. Consequently before applying to change schools, you are advised to discuss your options with your child's current school in the first instance, in order to resolve any issues that may have arisen and / or follow the school's complaints procedure if appropriate. There may be strong educational reasons why a transfer should not take place, which you will need to consider.

In summary, if your child is having problems at school, before requesting a transfer to another school you should first:

- Contact your child's current school to discuss the situation;
- Discuss the situation with your child;
- Ask for help from the Education Welfare Officer.

Before applying to change your child's school, you should consider the following in relation to your child's welfare:

- Will transport be an issue, in terms of both cost and travel time?
- Will the transfer affect any brothers or sisters?
- Will your child miss their friends?
- If your child is in Year 10 or 11 will the GCSE subject options be affected?



Section H: Supporting evidence

Please provide photocopies in all cases as the Council cannot guarantee the safe return of original documents and is unable to provide a photocopying service.

Proof of residency is required in support of all applications, and for this purpose, if you live in Newport it is possible for the Council to refer to your Council Tax record. This can only be done with parental consent however. Any applicants unwilling to allow this, or those who do not live within Newport should provide additional physical photocopied evidence in order to verify their home address. In such cases, accepted forms of physical evidence are a valid driving licence; a current Council tax bill (where the applicant lives outside of Newport); or a current child benefit / child tax credit notification naming the child for whom the application is being made.

Proof of date of birth: It is the Council's policy that children are taught in their chronological year group, unless exceptional circumstances apply. Consequently if your child is not currently in a Newport council-maintained school, this application must be supported by a photocopy of the child's birth certificate.

Proof of previously looked after child status: If your child was previously a looked after child under the care of a local authority you will need to submit evidence of this, such as a copy of the adoption certificate.

Medical circumstances: See Section D for details

UK Service Personnel and Crown Servants: See Section F for details

Parental responsibility: See Section B for details

Section I: Declaration

Please make sure that you have read the declaration before signing and dating the form. Should the application be submitted unsigned or incomplete, this could significantly delay the processing of your application, increasing the possibility of not achieving a place at your preferred school.

A place may be withdrawn if applicants have knowingly provided false information in order to obtain the advantage of a particular school, to which they would not normally be entitled.



Checklist for applicants:

- Have you completed the correct application form? This application form is for use outside of the normal admissions round by those who have either moved into the area and wish to apply for a community school place for their child; or who wish to change their child's current school within Newport. Please contact the School Admissions Team on 01633 656656 if you require a different application form.
- Have you read and understood these notes before completing your application? Should you require any assistance in completing this form, any clarification of the admission process, including details of your catchment school, or a copy of the Parents Information Handbook please contact School Admissions on 01633 656656 or via school.admissions@newport.gov.uk
- Do you have parental responsibility for the child for whom the application is being made? If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence as detailed under Section B of the guidance notes?
- Have all parties with parental responsibility for this child been consulted and confirmed full agreement to this application? Is there a court order in place or any legal restrictions that prevent you making this application? Are you required to provide a copy of your Child Benefit statement to prove you are the recipient for this pupil? Refer to Section B of the guidance notes for an explanation.
- If the child for whom the application is being made is under the care of a local authority, has the Social Worker signed the application?
- If the child for whom the application is being made was previously under the care of a local authority, have you provided evidence of this with the application?
- Do you know what your catchment school is? Details of your catchment school can be found at www.newport.gov.uk/schooladmissions
- Have you answered all questions fully and to the best of your knowledge, including details of siblings (not applicable for nursery applications) and any relevant medical factors?
- Have you given permission for School Admissions to refer to your Council Tax record? If not, have you provided acceptable physical evidence as detailed in Section H?
- If the child for whom the application is being made is not currently in a Newport school, have you attached a copy of your child's birth certificate as detailed in Section H?
- Have you signed the application form?

