

School Admissions – Guidance Notes for transfers during the school year

Returning the Form

Completing an Online Form:-

This will be considered as indicated below.

Completing a Paper Form:-

Return the form to, School Admissions Team, Doncaster Council, Civic Building, Waterdale, Doncaster, DN1 3BU.

Decisions

Unless the request is to be considered as part of our Fair Access Protocol applications received during term time by **Friday at 5pm**, are normally sent a decision on a Friday within approximately 2 school weeks.

Due to the volume of applications and data protection, no decisions will be given over the phone.

When could they start?

Normally they are admitted at the start of the **next new term** and your child must continue at their present school until they start at their new school.

Guidance

- Eligibility for admission will be considered using the schools admission policy.
- Ensure that the school is informed of anyone with parental responsibility relating to the child and about any Court Orders in operation.
- If this is a further application, and this is successful, any previous places offered will automatically be withdrawn.
- A place may be withdrawn if the admission authority is satisfied that the offer was obtained through a fraudulent or intentionally misleading application.

Data Protection

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions contact the School Admissions Team.

Information on nationality and language is only used to aid the transition into school.

Information About Changing School

How might it affect your child?

There are many reasons for wanting to change your child's school - some can be overcome. Below are some of the problems and suggestions. If you still wish to go ahead you can use this form to apply for a place.

Be aware that the school may already be full or your child may not start until next term.

Is your child unhappy at their present school?

- Maybe the child is unhappy because they are being bullied or fallen out with their friends?
- Perhaps they are not getting on with a teacher at the moment?
- Perhaps they have been in trouble and feel they cannot sort it out?
- Perhaps they are struggling with their work?

Before applying we advise that you:

- Discuss any concerns you have with your child's class or form teacher.
- Raise any further concerns with the headteacher.
- You may wish to discuss moving your child with an Education Welfare Officer.
- Contact your requested school and discuss your intentions with them.

By talking to teachers many problems can be resolved quite easily. School staff are always happy to work with parents and pupils in order to improve a child's chances of success.

Some issues to consider – before deciding.....

- Curriculum** – Each school teaches a part of the curriculum at different stages and different times of the year. They can miss important work or have to repeat things.
- Options** – Moving schools can have a detrimental affect on your child's achievements. In secondary schools the options you want may not be available.
- Friends** – Making new friends can be hard.
- Costs** – A new uniform will be required.
- Transport** – Free transport is not normally provided and journey times will be longer.
- Stress** – Moving schools can be difficult and it will take time for them to settle in.

Help and Support

If you are worried about going into school the Education Welfare Officer will be happy to discuss the problem with you. To contact your Welfare Officer, either phone your child's school or The Council, telephone 01302 737233

Fair Access Protocol

All schools in Doncaster are required to take part in the Fair Access Protocol. The protocol seeks to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children who are deemed to be 'hard to place' or have challenging behaviour and may have been excluded from other schools.

Applications for pupils identified under the protocol will be considered by a panel who may decide to offer a place at the requested or an alternative school or access to an alternative curriculum.