



Date  
Received in  
Office:

For Office

## **Application for Primary School In-Year admissions and transfers**

If you wish to request admission to a Coventry Primary School, you should complete all sections of this form.

If your child is already attending a local school then moving your child to another school is a very serious step. It is important that you consider whether a move is really the best option. If your child is experiencing difficulties at school a transfer may not solve the problem. Talking to your child and staff at your child's present school can resolve most problems so that a move is avoided. If circumstances are complex it will take longer to process your application.

Where possible your child must continue attending their current school until you are offered a new school place. Parents are responsible for ensuring that their child receives full-time education, either by regular attendance at school or otherwise (Education Act 1996, section 7). Parents who fail to ensure that their child attends regularly at the school at which they are a registered pupil are liable to prosecution (Education Act 1996, section 444).

**If your child has a Statement of Educational Needs this form cannot be used to apply for a school place. You must contact SEN Management Services for guidance on 024 76831615.**

**Failure to complete all sections of this form may delay your child's application.**

**\*\*\*PLEASE NOTE\*\*\***

- \* **If your child attends a COVENTRY school you should discuss the reasons for transfer with your child's Head Teacher before returning this form to the admissions team. This form WILL NOT be processed without the signature of your child's current Head Teacher**
- \* **Transfers only normally take place at the start of term unless there are exceptional circumstances e.g. Change of Address.**

**The Admissions and Benefits Team will acknowledge receipt of all applications normally within 10 working days. If you do not receive acknowledgement within this time, please contact the Admissions and Benefits Team immediately on (024) 7683 1573 or 1613.**

<b>Section 1</b>	to be completed by parent/carer living with the child			
<b>CHILD'S DETAILS (PLEASE COMPLETE IN CAPITAL LETTERS)</b>				
<b>Full name</b>				
<b>Date of Birth</b>			<b>Gender</b>	Male/Female <i>(Please delete)</i>
<b>Home Language</b>				
<b>CURRENT HOME ADDRESS (ADDRESS CHILD IS CURRENTLY LIVING AT)</b>				
<b>Flat no./building name</b>				
<b>Number/ street</b>				
<b>City</b>		<b>Post Code</b>		

**CHANGE OF ADDRESS** (Please only complete this section if your new address differs to the address over the page)

<b>Flat no./building name</b>		<b>Date of Move</b>	
<b>Number/ street</b>			
<b>City</b>		<b>Post Code</b>	

**CONTACT DETAILS FOR PARENT/CARER (PLEASE COMPLETE IN CAPITAL LETTERS)**

<b>Title e.g. Mr/Mrs/Miss/Ms</b>		<b>Full name</b>		
<b>Day Tel. No.</b>		<b>Evening Tel. no.</b>		
<b>Mobile No.</b>		<b>Email address</b>		
<b>Relationship to child Please tick box</b>	Parent	Other relative (please specify)	Friend of family	Other

**Section 2**

To be completed by parent/carer

<b>Current/Last school attended</b>	
<b>Address of school</b>	
<b>Telephone Number</b>	
<b>Is your child still attending this school?</b>	<b>Yes/No</b>
<b>If no, give reason and the last date your child attended</b>	
<b>List previous schools attended</b>	

**Reasons for Transfer Request**

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<b>Is your child in public care or accommodated by a local authority (a looked after child)?</b>	<b>Yes/No</b>
<b>If yes, which local authority?</b>	
<b>Please give the name of the social worker and contact telephone number.</b>	<b>Name: Telephone:</b>

SCHOOL(S) YOU WISH TO APPLY FOR		Details of siblings attending preferred school(s)	Reasons for Preference
1 <sup>st</sup>		Name: DOB: / /	
2 <sup>nd</sup>		Name: DOB: / /	
3 <sup>rd</sup>		Name: DOB: / /	

**Catholic Schools**

If you are making an application for Christ the King, Our Lady of the Assumption or Sacred Heart Catholic Schools, please ensure your application is sent directly to the relevant address on the back of this form.

Is your child baptised Catholic?		Yes / No	
Place of Baptism		Baptism date	
Tick the box to confirm you have attached a copy of the baptism certificate or a letter from your priest confirming your child is baptised Catholic <input type="checkbox"/>			

**Church of England Primary Schools – Supplementary Information**

If you have requested Leigh Church of England School, St Bartholomew's Church of England School or St John's Church of England School, and wish to be given preference on the grounds of faith please ensure you have completed and returned the **Supplementary Form**. Supplementary forms are available directly from the school or admissions and benefits office.

**Seva School – Supplementary Information**

If you have requested a place at Seva School, and wish to be given preference on the grounds of faith please ensure you have completed and returned the **Supplementary Form**. Supplementary forms are available directly from the school or admissions and benefits office.

<b>Section 3</b>	Required Signatures
<p>If you attend a Coventry school, this form <b>MUST</b> be signed by your child's current Head Teacher.</p> <p>Signature of Head Teacher..... Date.....</p> <p>Name of Current School.....</p> <p>Additional information form completed and attached - <input type="checkbox"/></p>	

**DECLARATION AND CONSENT TO SHARE INFORMATION**

I give my consent for the school admissions section to contact relevant agencies in order to validate this application and I authorise the release of relevant personal data for that purpose. I also confirm that the information I have given on this form is correct.

Signature of parent or carer..... Date.....

Before posting your application please check that you have enclosed all necessary documentation. This will enable us to process your application more effectively.

- Have you completed Sections 1 and 2 of the application form?
- Have you made your child's current or most recent school aware of this application?
- Has your child's current Head Teacher signed this application form?
- Have you checked and signed the form?

**If the application is incomplete it will be returned to you**

Please return this form and any other supplementary information to:

**Admissions and Benefits**

Room 36  
Civic Centre 1  
Coventry  
CV1 5RS

Tel: 024 76831613/1573

Fax. 024 76831627

Email: [primary.admissions@coventry.gov.uk](mailto:primary.admissions@coventry.gov.uk)

**Christ the King Catholic School**

Scots Lane  
Coventry  
CV6 2DJ

Tel: 024 76335790

**Our Lady of the Assumption Catholic School**

Hawthorn Lane  
Coventry  
CV4 9LB

Tel: 024 76466655

**Sacred Heart Catholic School**

Brays Lane  
Coventry  
CV2 4DW

Tel: 024 76453314

***If you require assistance please call Admissions and Benefits on 024 76831613/1573***

**DATA PROTECTION**

The data controller is Coventry City Council. The data provided to the Admissions & Benefits team will only be used to allocate a school place for your child, for the purposes of a school appeal and for the efficient management of school places across the City. Coventry City Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised system administration database with due care, and will only disclose data in accordance with the Data Protection Act 1998.