

# North East Lincolnshire School Admissions

Civic Offices, Knoll Street, Cleethorpes DN35 8LN

Email: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)

Tel: 01472 326291 (option 4)



## **Information on In-Year Admissions/Transfers for parents/carers**

**If you are considering a change to your child's school at any time in their school life, we advise you to think carefully about the reasons for requesting a transfer:**

### **Curriculum**

Although there is a National Curriculum that every child will be expected to follow, each school will teach a part of the curriculum at different times of the year. If you transfer your child during the school year they may miss out on some parts of the curriculum. If your child is in Year 6 you also need to consider the impact on their Statutory Assessment Tests (SATs). If your child is in Years 9,10 or 11 you need to consider the impact this may have on their GCSE courses.

### **Social Aspects**

When a student moves schools it may take them some time to adjust to the change and make new friends. It may be a stressful time for them if they have to move away from their friends.

### **Uniform**

Most schools have a uniform that all pupils are expected to wear. If you transfer your child during the school year you may need to purchase new uniform, which could be at considerable expense.

### **Transport**

If you decide to transfer your child to a school that is not the catchment school for your area, your child may have a longer journey to and from school resulting in a longer day. Additional transport costs may also be a concern. For information on entitlement to transport assistance please contact the Education Transport Team: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk) or **01472 326291 (Option 2)**

### **Special Educational Needs**

If your child has an Education Health and Care Plan (EHCP) then you should contact the Special Educational Needs Assessment and Review Team (SENART) to discuss any transfer request: [sen@nelincs.gov.uk](mailto:sen@nelincs.gov.uk) or **01472 326291 (Option 3)**

***Remember: children experience problems at all stages of their school life; simply transferring to another school may not be the answer. If your child is experiencing difficulties at school, these may be resolved by talking to school staff. It is always advisable to make an appointment with the school first to ensure that the member of staff you wish to see is available.***

If, following consideration of the above information, you still wish to request a school transfer for your child, you can do so via the In-Year School Transfer Process.

## In-Year School Transfer Process

**Please note:** processing your application can take approximately **2 - 3 weeks** from us receiving your completed submission. This may take longer during busy periods and school holidays.

- You can contact the School Admissions team to discuss your request and then apply online or via paper or emailed Word document form. Please fill in Part One with details of your child, yourself, reason for the request to transfer schools, and your requested school preference(s). Please note that you will need to complete a separate form for each child, if making multiple applications for your children.
- If your application is submitted online and you are transferring from a North East Lincolnshire school we will request your child's current school to complete Part Two. If you are applying on a paper form, we request that upon completion of Part One, you take this to your child's current school for them to complete Part Two. The school should then return the whole form to you. Please return the fully completed form to the School Admissions Team for submission.

**If posting your form back to us, please ensure that you use adequate postage.**

If you wish to check that we have received your form, please contact the team.

- We will check your submitted form to ensure that all the necessary information has been provided. We may contact you for further details if required.
- If you have applied for a place at a local authority maintained school, we will check that a place is available before we can allocate it. If you have applied for a place at an academy, we will contact them to ask if they are able to offer you a place.
- If a place can be offered at the requested school/academy, we will send them your child's details so that they can arrange their admission. Please note that this may not be until the beginning of the following term. If the change of school request is due to a significant change of address, then the transfer may be arranged earlier.
- We will inform you in writing of the allocation decision once your request has been processed. If we have been able to allocate a place for your child, the requested school will contact you directly to arrange an admission date.
- If your transfer request is refused for any reason (e.g. there may be no places available at your requested school) you have the right to appeal the decision. For advice on the School Admission Appeal Process, please contact the Legal Services team for further information: [legaladmin@nelincs.gov.uk](mailto:legaladmin@nelincs.gov.uk) or **01472 324149**.
- **Please note that some primary academies and the majority of secondary academies (all except Beacon Academy) in North East Lincolnshire administer their own In-Year transfer requests. In these cases you are advised, or may be directed, to apply directly to the academy for consideration of your application.**

If you have any queries regarding the In-Year transfer process or wish to discuss school places in North East Lincolnshire, please contact the School Admissions team in first instance: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) or **01472 326291 (Option 4)**.