

North East Lincolnshire School Admissions

School Admissions,
Civic Offices, Knoll Street, Cleethorpes DN35 8LN
Tel: 01472 326291 (option 4)
Email: schooladmissions@nelincs.gov.uk



Please Read - Information on In Year Admissions/Transfers for parents/carers

This leaflet outlines the process involved when a parent or carer requests admission into a North East Lincolnshire School or a transfer between North East Lincolnshire Schools during the school year.

The In Year School Transfer Process

Please note: This process takes approximately **2 - 3 weeks** from us receiving your completed form. This can take longer during busy periods.

- Once you have requested an in year school transfer, we will send out an application form for you to complete. Please complete Part One with details of your child/ren, yourself, reason for the request to transfer schools, and your requested school preference(s).
- If transferring from a North East Lincolnshire school take whole the form 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 at the address above.

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 us on the telephone number above.

Please Note: If all of the relevant sections have not been completed, the form will be returned to you and this could delay your application. Therefore, please ensure you complete the form in as much detail as possible.

- 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 the 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 (there may be no places available at your requested school) you have the right to appeal the decision. The School Admissions Team can provide you with information about the appeals process.

If you are considering transferring your child/ren between schools 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 (or school dress) that all pupils are expected to wear. If you transfer your child during the school year you will need to purchase new uniform, which may be quite expensive.

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. More information on entitlement to transport assistance can be obtained from the Education Transport Team on **01472 326291 (Option 2)** or email: schooltransport@nelincs.gov.uk

Special Educational Needs

If your child has an Education Health and Care Plan (EHCP) then you should contact the Special Educational Needs and Review Team (SENART) on **01472 326291 (Option 3)** in order that their transfer process can be explained to you.

Remember: children experience problems at all stages of their school life; simply transferring to another school may not be the answer to the problem. 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.

The School Admissions Team will be happy to address any queries you may have regarding the school transfer process and the availability of school places. However, you may also wish to access other aspects of the service for advice and assistance.