Transferring Schools

A Guide for Parents, Carers and Social Workers

If your child is due to start primary school Reception Class or start Year 7 at secondary school in September, there are set dates by which you need to make your application. If you need further information on these processes, please contact the Admissions Team via any of the methods listed at the bottom of this page.

Applications for other year groups and for Reception or Year 7 after that class has started are called in-year applications; these can be made all year round. This guide relates to in-year applications for schools in the Bradford district.

If you wish to apply for **Idle CE Primary School**, **Eden Boys' Leadership Academy** or **any Catholic school**, you will need to contact the school directly to make an application because these schools manage their own admissions processes.

Applications for all other schools in the district are made on the Bradford Council In-year Common Application Form (ICAF) and are processed by the Admissions Team. The Admissions Team makes decisions on places at Community Schools and Voluntary Controlled School. The Academy Trust or governing body makes decisions on places at Academies, Foundation Schools and Voluntary Aided Schools. The Admissions Team co-ordinates the application process for these schools by sending your ICAF to the school then passing on the school's decision to you.

Things to consider before making an application

• **Changing schools will usually be disruptive to a child's education and should only be considered as a last resort.**
Children take time to settle, make new friends and adapt to different teachers. In most cases a transfer between local schools can be avoided by speaking to the current school about any difficulties you or your child are experiencing. If you feel any issues you raise are not dealt with effectively, consulting your school's complaints procedures may be more appropriate than attempting to transfer your child to a different school.

• **Your child could miss important work or might not be able to continue studying the same subjects.**
Although the National Curriculum is taught in most schools (academies do not have to follow it), different topics will be taught at different times of the year. As a result, transferring primary school during a year when your child is due to sit SATs is not recommended. Secondary school exam boards and courses differ between schools so your child may not be able to complete a course they have started. **Transferring secondary school during Year 10 and Year 11 will be disruptive to your child's education and is likely to have a negative impact on their chances of gaining good grades.**

• **Your child might receive less support in a different school.**
If your child has specific needs and their current school provides additional support, a new school might not be able to match it. If you are unhappy with the support your child currently receives, a new school may not be able to provide anything extra. Please visit the Local Offer website (localoffer.bradford.gov.uk) for further information on what assistance may be available to you. Also, Bradford SENDIASS provide independent advice to support families of children with additional needs and can be reached on (01274) 513300.

• **Consider the costs involved.**
The school may start / finish at a time that means you have to make changes to child care arrangements. Amongst other things, you will need to buy a new uniform and P.E. kit.

• **Unless you have moved house your child will not normally transfer until the start of a new term.**
A new pupil starting school not only affects that child but also the other children in the class and school staff. To minimise disruption Bradford operates a 'mid-term transfer policy'. This states that children who currently hold a local school place and are not in need of an immediate transfer should only transfer at the start of a new term.

• **The law on school attendance.**
Your child must continue to attend their current school until they are given a place in a new school. Parents who fail to ensure their child attends regularly at the school at which they are a registered pupil can be prosecuted (Education Act 1996, section 444). In all situations, you must inform the school ***before*** *your child stops attending.*

• **Further advice**
The Admissions Team can be contacted on ***01274 439200*** *between 9am and 4pm Monday to Friday, or via schooladmissions@bradford.gov.uk . Please note that Covid-19 restrictions mean we are currently unable to provide face-to-face assistance but our postal address is:*
Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN

Please turn over for Frequently Asked Questions…

Frequently Asked Questions

• What should I do before submitting an application?

- If your child is having difficulties at school, speak to relevant staff at the current school. Most issues can be resolved this way but the school can only provide additional support if the right people are made aware of the problem.
- Research your preferences. Schools have different strengths and children react differently to particular learning environments. Only you know what you're looking for, so speak to the staff at a school before applying for it. Check the school's admissions policies to see if any priority can be given to your situation.
- Apply for the schools you want, not where you think might have a place. The Admissions Team can tell you which schools may have places, but availability changes daily and we cannot guarantee a child will qualify for a vacancy until an application has been assessed.
- Inform your child's current school that you are making an application. If you are moving house, you must make the school aware of the situation **before** you move. Your application may be delayed if Part 2 of the form has not been completed by your child's current or most recent school.

• How do I make an application for a Child in Care?

Applications must be made by the social worker, not the carer or Children's Home. Social workers must follow the statutory guidance, *Promoting the education of looked-after children and previously looked-after children*. Guidance includes consulting the Virtual School on appropriate placements and visiting schools before deciding upon the setting best suited to the child's needs (you should only apply for one school). **Please submit a cover letter with the ICAF** explaining why the specific school has been selected as this will speed up an allocation, if we need to consult the school.

• How long will my application take and how will I be informed of the outcome?

All applications are processed as quickly as possible but the length of time it takes varies depending on the situation. We will write to you to confirm the outcome of your application and aim to send you a decision letter within **20 school days.** If your child has complex needs, the application is for an Academy, Voluntary Aided or Foundation school or the ICAF has not been completed fully, this process may take longer.

• When is the best time to apply?

Applications are accepted all year round so the best time to apply will depend on your personal circumstances.

- If you are moving house, you should apply as early as possible. Your child must continue to attend their current school until a new school place has been secured, even if you have moved to the other side of the city; applying early will minimise any inconvenience this may cause you.
- You can apply before you move house but we can only consider your application from a new address once you have provided evidence of the move. Until that point, your application will be considered from your old address.
- If your child is not yet in the country, we will not be able to process your application unless you provide copies of airline tickets or similar documentation confirming an arrival date. We will also require proof of a Bradford address.
- Places can only be held for a limited time so, if you want your child to transfer at the start of the next academic year, the earliest we can accept your application is 1 June each year.

• How do you decide who is given a place?

Every school has an admissions policy that sets out how places are allocated; this is all that can be considered when filling an available place. Different schools have different policies so you should consult the policies for your preferred schools to see if there are any documents you can submit to give yourself more chance of gaining a place.

• What happens if there are no places in the schools I've applied for?

Most schools are full in at least one year group and the most popular schools are full in all year groups. As a result, you may not be offered the school you want, but your decision letter will confirm what options are available to you:

- If your child is a Bradford resident but not on roll at a local school, we will find the nearest available vacancy for you.
- If your child is not in school but not a Bradford resident, we will not offer an alternative but will inform your council.
- If your child is on roll at a local school, we will simply inform you that your application has been unsuccessful, but you are welcome to contact us to discuss potential availability elsewhere.

• Can I be placed on a waiting list for my preferred schools, if my application is unsuccessful?

In most cases, yes, but being on a waiting list does not mean you will eventually be offered a place. Primary school waiting lists are generally only kept open for one academic year and secondary school lists usually only last one term; you will need to reapply if you have not been offered a place by the time the waiting list closes. Please note that Feversham Academy only holds a waiting list for the autumn term of Year 7.

• What is the Fair Access Protocol (FAP)?

Every local authority is required to have a FAP. This is used to allocate the most vulnerable or difficult to place pupils. The Admissions Team will use the information provided on your ICAF to determine whether your application requires consideration under the FAP. In certain specific situations, schools may refer an application for processing under the FAP. Further information and Bradford's full protocol can be found at www.bradford.gov.uk.

Completing an In-Year Common Application Form (ICAF)

A Guide for Parents, Carers and Social Workers

Please read the *Transferring Schools* guide before deciding whether you want to make an application.

If you would like your child to transfer to a different school, you will need to complete Bradford Council's In-year Common Application Form (ICAF), unless:

- **Your child has an Education, Health and Care Plan (EHCP).**

Transfer between schools can only take place after formal consultation with the school's governing body. Please contact the Special Educational Needs and Disability (SEND) Team on 01274 435750 for further advice.

- **You wish to apply for Idle CE Primary School, Eden Boys' Leadership Academy or any Catholic school.**

These schools have their own application process; you will need to contact the school(s) directly to make an application.

- **The school you wish to apply for is <u>not</u> in the Bradford Metropolitan District.**

Please consult the local authority where the school is situated for advice on how to make an application.

Completing the ICAF

• Section 1 – your child's details

- This section asks for your child's details, including their address and recent school history.
- If you plan to move or have already moved house, you will need to provide evidence of this with your ICAF; your application may be delayed if we are not able to verify your new address. Copies of the following documents will usually be accepted as proof of address: **Rental agreement or completion statement, council tax bill, utility bill, home or car insurance policy, correspondence from HMRC (e.g. Child Benefit letter)**; the documents will need to be in your name but please do not send originals unless you have been asked to do so.
- If you have moved house and are unable to provide proof of your new address, please contact the Admissions Team for further advice.
- For the purposes of this application, a Child Previously in Care is one who had been in the care of a local authority but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). If this applies to your child, please provide a copy of the adoption certificate or court order.
- We may need to contact your child's current or most recent school for further information. Please complete all sections, even if your child last attended school in a different country; your application may be delayed if this section has not been completed accurately.
- If your child last attended a Pupil Referral Unit (PRU), please include "PRU" in the school name

• Section 2 – your details and any other contacts

- This section asks for your contact details and the details of anybody else we can discuss the application with.
- If you do not list your spouse / partner's details in the "other contacts" box, we will not be able to discuss the application with them.
- **If the child is currently in public care, the ICAF must be completed by the social worker, not the carer.**
- We may need to contact you to request further information or to discuss other school options, so please provide a current phone number and contact the Admissions Team if any of your details change.
- **Where parents have shared responsibility for a child, they must discuss and agree upon the application before it is submitted.** If parents disagree, the Admissions Team will need copies of relevant court orders and confirmation in writing from your solicitor that the application can be processed. For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:
  - He was married to the child's mother when the child was born (even if later divorced or separated)
  - The child was born after 1 December 2003, and he is named on the birth certificate
  - A parental responsibility agreement is obtained from a court or by agreement with the mother

• Applying for more than one child

- You will need to complete a separate ICAF for each child but please enter the total number of applications you are submitting in the box at the top of each form.
- If you are applying for one of your other children to transfer from nursery to primary school or from primary to secondary school, please enter their details in the box provided. There is a different application process for these children but, if one sibling gains a place at a school, it may alter how the application for the other is prioritised.

- **Section 3 – your preferred schools and reason for applying**

- This section asks you to name the schools you wish to apply for. You can apply for up to five schools.
- We recommend that you research your local schools and their admissions policies before completing an application and, if possible, visit the school(s) before submitting the form. Please note that a school's admissions policy is the only thing that can be used to determine who will be offered a place, if a vacancy exists.
- If you wish to apply for a school on faith grounds or because your child has specific medical needs, please consult the school's admissions policy to see whether any priority can be given to your situation and what other documents you will be required to submit. Some schools may need you to complete their Supplementary Information Form (SIF). Links to school policies and SIFs can be found on the individual school's website or the Bradford Council website (www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications).
- If you are new to the Bradford district and simply want to be considered for the schools closest to your home, you may tick the box in section 3. The Admissions Team will measure your three nearest schools by walking distance and use these as your preferred schools. Once you become more familiar with the schools in your neighbourhood, you can ask for another two schools to be added to your application either by submitting another ICAF or putting your request in writing to the Admissions Team.
- If any of your other children are already attending one of your preferred schools, please place a tick against that school and write the sibling's name and date of birth in the box below. To count as siblings for admissions purposes, the children must live at the same address and be brothers or sisters (including half- and step-brothers/sisters), or be fostered or adopted by you. Please note that cousins and other relatives are not siblings. Please consult the relevant school's admissions policy to see if siblings in Year 12 and Year 13 are considered.
- Please tick the reason for making the application. If you would like to add your reasons for applying for specific schools, please do so in Section 4 or attach a separate sheet.

- **Section 4 – additional information**

- This section allows you to provide more detail about your situation.
- Please answer all six questions and provide any other information you feel is relevant to the application.
- The information you provide here may be used to help determine whether your application can be considered under the Fair Access Protocol. Further information on how your application is processed can be found in the FAQ of the *Transferring Schools* guide.
- Please include as much information as possible, as your application may be delayed if we need to request further detail / evidence from other sources.

- **Section 5 – support workers**

- This section asks for the contact details of anybody currently helping you or your child, e.g. a Social Worker, an Early Help worker or CAMHS worker.

- **Section 6 – signature**

- Please read the statements in this section and sign the form to confirm you have parental responsibility.

- **Part 2 – information from your child's current or most recent school**

- This section needs to be completed by a member of the Senior Leadership Team at your child's current or most recent school, even if your child has stopped attending.
- Where possible, applications should be discussed with your child's school **BEFORE** you move house. If your child stops attending school for any reason, it is your responsibility to contact the school to explain why.
- Information provided by the school in this section will not affect how your child is considered against the admissions policy of your preferred school(s).
- If your child does not have a place at a local school and cannot be offered one at your preferred school(s), the Admissions Team uses the information in this section to help determine an appropriate alternative for you. As a result, if this section has not been completed, your application may be delayed.

IN-YEAR COMMON APPLICATION FORM (ICAF)

Please read the guidance notes before completing this form

City of BRADFORD METROPOLITAN DISTRICT COUNCIL

If your child has an Education Health & Care Plan (EHCP), do not complete this form, please call the SEND Specialist Assessment and Support Service on 01274 435750 for further guidance.

Part1: Your Application (*applications for Children in Care MUST be made by the child's Social Worker)

Section 1: Child's details – please complete all sections, even if the last school was abroad

Forename(s)			
Surname			
Date of birth		**Gender**	
Home address		**Postcode**	
How long have they lived here?			

If you have moved recently or plan to move, you will need to provide evidence of your new or future address.

Future address (if applicable)		**Moving date**	
Are they a Child in Care?	Yes* / No / Previously	**Do they speak English?**	Yes / No / Some
Most recent school / PRU			
School address			
Are they still attending?	Yes / No	**Date started**	**Date last attended**

Section 2: Your details - we will only be able to discuss the application with people named on this form

Where parents have shared responsibility, they must discuss and agree on their preferred school before submitting the ICAF

Title		**Forename**	**Surname**
Relationship to the child	Mother ☐ Father ☐ Social Worker* ☐ Other (please specify):		
Contact details	Phone:	Email:	
Your home language		**Do you speak English?**	Yes / No / Some

Other contacts - if you give permission for the application to be discussed with other adults (e.g. your partner), please provide details here	**Name**	**Phone number**	**Relationship to the child**
	Who else has parental responsibility for this child?		

Are you applying for more than one child?	Yes / No	**Total number of applications**	

Section 3: Your school preferences and reason for application

If you wish to be considered for your nearest schools but do not know the names of them, please tick this box and we will measure the closest schools by walking distance for you	

---------- or list up to five schools for which you would like to be considered ----------

1st preference		Tick if a sibling attends	
2nd preference		Tick if a sibling attends	
3rd preference		Tick if a sibling attends	
4th preference		Tick if a sibling attends	
5th preference		Tick if a sibling attends	

Sibling's name and date of birth	
If you will be applying for the same schools for an additional sibling to transfer from primary to secondary school or start Reception in September, please provide their name and date of birth here.	There is a different process for these applications, please contact the Admissions Team if you require information on how to make an application for this sibling.

Reason for application (please tick)	**New / Returned to the Bradford district (proof of address required)** Please also state which city / country you have moved from…	
	Moved from one area of Bradford to another (proof of address required) Please note that your child must continue to attend their current school until a transfer is arranged.	
	My child is having difficulties at their current school Please talk to your child's current school before submitting the form and add further details in Section 4	

Section 4: Additional information – please answer fully as this may affect how we process the application

If you answer "Yes" to any of these questions, please add further details in the box at the end of this section.

Does this child have a disability, special educational needs or a serious medical condition? Please attach any relevant supporting documents.	Yes / No
Are you a Gypsy, Roma or Traveller family?	Yes / No
Are you a refugee or asylum seeker (include relocation scheme, if relevant)?	Yes / No
Is this child a Young Carer?	Yes / No
Has this child been permanently excluded from school?	Yes / No
Is this child returning from the criminal justice system?	Yes / No

Please add any further details here and continue on a separate sheet, if necessary:

Section 5: Agency involvement – please provide contact details for any support workers you may have

Support worker's name	Who do they work for?	What is their phone number?

Section 6: Declaration – please read the following statements and sign below

• I certify that I have parental responsibility for the child named in Section 1, that no other adult with parental responsibility objects to this application and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or misleading information, or withholding any relevant information, may result in the withdrawal of the offer of a school place.

• I understand that additional information may be requested from previous schools, local authorities or other agencies to validate this application.

Signature of parent/carer _____ **Date**:

General Data Protection Regulation: *In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Bradford better. There may be circumstances where we need to use and share your information without your agreement; however this will only occur where we are legally required to do so. The full School Admissions Privacy Notice is available on the Council website.*

Part 2: To be completed by a Senior Leader at your child's current/most recent school (even if not in Bradford)

Please confirm the attendance dates in Section 1, stamp the form and tick the relevant box below.

School name		**Contact name**	
Tel / email		**Post title**	

1) The pupil has good attendance and behaviour records and requires no additional support in school – application can be returned to parent to submit to the Admissions Team		**School Stamp**
2) The pupil requires/receives additional support – application to be submitted by school Please provide an outline below and continue on a separate sheet, if necessary. This information may be used to determine an allocation through the Fair Access Protocol and you may be contacted for further details.		
3)The pupil is at risk of permanent exclusion – application to be submitted by school Please detail any fixed-term exclusions and attach the child's behaviour log. This information may be used to determine an allocation through the Fair Access Protocol and you may be contacted for further details.		