

# School Transfer Application Form

Primary, including Infant and Junior

Please note that this application form **must NOT be** used for Academy 360, Christ's College and Diamond Hall Junior Academy

**To be used from September 2025**

It is important that you provide as much information as possible to assist in the admission process. Please note that your child is **not** guaranteed a place at any school (this includes your nearest school(s)). Sections A and B must be complete in order to apply for a school place. Section B is to be completed by your child's current school; **applications may not be considered by the transfer school without this information.**

Once Sections A and B have been completed, the form must be forwarded to the school that you would like your child to attend.

If you have any further queries, please contact 0191 561 1399 or 0191 561 1447 or 0191 561 1425 or Email: [school.admissions@sunderland.gov.uk](mailto:school.admissions@sunderland.gov.uk)

## Section A - to be completed by the parent/carer

Name of child: ..... male/female (delete as appropriate)

Date of birth: ..... Current school year group: .....

Address: .....

..... Post code: .....

Name of parent/carer: ..... Relationship to child: .....

Tel No: ..... Email address: .....

Current/previous school: .....

Local Authority where this school is located: .....

Previous schools (please list by date all schools previously attended and the local authority area they are in):

|    | Date  | School | Local Authority area |
|----|-------|--------|----------------------|
| 1. | ..... | .....  | .....                |
| 2. | ..... | .....  | .....                |
| 3. | ..... | .....  | .....                |
| 4. | ..... | .....  | .....                |

Pupil's religion (if applying for a RC aided school): .....

Does your child have an Education, Health and Care (EHC) plan? ☐ YES ☐ NO

Is the child 'cared for' or 'looked after' by a Local Authority? ☐ YES ☐ NO

If yes, name of Local Authority: .....

Is your child previously 'cared for' or 'looked after' but now adopted or subject to a Child Arrangements Order, Residential Order or Special Guardianship Order, immediately after being 'cared for' or 'looked after'? ☐ YES ☐ NO

Please give the name of their Social Worker: .....

Does your child live with someone other than yourself or another family member? ☐ YES ☐ NO

If so please state relationship with this person: .....

How long has this arrangement been in place? .....

Has your child been permanently excluded from any school? ☐ YES ☐ NO

If YES, please give details: .....

.....  
Please state your full reasons for the transfer request (continue on a separate sheet if necessary):  
.....  
.....

Does this child have any siblings of school age? (see notes for definition of sibling) ☐ YES ☐ NO

If yes, name of child: ..... DOB: .....

Name of school attending: .....

**Please list the school(s) that you would like to apply for (If you have more than one choice please state in order of preference):**

1. ....

2. ....

3. ....

**When would you like your child to start this school?** .....

Signature of parent/carer: ..... Date: .....

**BEFORE SUBMITTING YOUR APPLICATION FORM YOU MUST ASK YOUR CURRENT SCHOOL TO COMPLETE SECTION B. Please note that parents/carers have the right to apply for a school transfer.**

Headteachers may not support applications for children to leave their schools unless there are exceptional circumstances e.g.:

- The child has moved house and the journey to school is no longer manageable
- There has been an irretrievable breakdown in relationships with staff and parents have made every effort to work with the school to address the issue
- There has been an irretrievable breakdown in relationships with other children and parents have made every effort to work with the school to address the issue

**Please note**

1. Your child's current school has 5 working days to complete section B and forward sections A and B to the School that you would like your child to attend.
2. The school or Local Authority reserves the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on the application.
3. The transfer school will need to see a copy of your child's birth certificate/passport before admission. This is for safeguarding purposes, in order to verify your child's identity.
4. If you are applying for a place at a Roman Catholic school, you may be required to provide a copy of your child's Baptism certificate in order to consider the application against the school's admission criteria.
5. If your child is not currently attending a school in Sunderland, you may be required to provide proof that they are 'cared for' or 'looked after'.

**Section B - to be completed by current school**

Date received from parent:

**Please ensure that all information is provided to support the application.****Please note that you have 5 working days to complete section B and forward sections A and B to the first school named by the parent/carers in Section A**

|                                                                                                                     | SEN support | Statutory Needs Assessment in progress | EHC Plan | English as a second language | None of previous applicable |
|---------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------|----------|------------------------------|-----------------------------|
| Please tick where appropriate*                                                                                      |             |                                        |          |                              |                             |
| * For the sections ticked, please supply copies of reports or provide relevant comments/info on an additional sheet |             |                                        |          |                              |                             |

Please provide percentage attendance for:

Last school year: \_\_\_\_\_%      Current school year: \_\_\_\_\_%

Is the child currently attending school ☐ YES      ☐ NO

Comments:

.....

.....

Has there been education welfare/social work/inclusion &amp; attendance involvement?

☐ YES      ☐ NO

Comments:

.....

.....

Has there been support service involvement?

☐ YES ☐ NO (i.e. behaviour intervention team, educational psychologist, Early Help, etc)

Details:

.....

.....

Has there been involvement from other agencies?

☐ YES ☐ NO

Comments:

.....

.....

Sibling details (currently attending your school)

| Name | Year Group | Comments |
|------|------------|----------|
|      |            |          |
|      |            |          |
|      |            |          |

Details of qualifications being taken or key stage level achieved:

| Courses being taken<br>(e.g. Maths) | Qualification type<br>(e.g. GCSE or KS level) | Exam board<br>(e.g. AQA/Edexcel) |
|-------------------------------------|-----------------------------------------------|----------------------------------|
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |
|                                     |                                               |                                  |

Details of any suspensions:

.....

Is the student at risk of permanent exclusion?

☐ YES ☐ NO

Are there any issues that might be of concern to a receiving school?

☐ YES ☐ NO

[illegible]

☐ YES      ☐ NO

Print:.....

Date:.....

Print:.....

Name of School: .....

## Section C – for completion by the requested school

|                        |                    |
|------------------------|--------------------|
| <b>Name of child:</b>  | <b>Year group:</b> |
| <b>Name of school:</b> |                    |

We have vacancies in this year group?

☐ YES ☐ NO

If the year group is oversubscribed, please indicate below the current number of children that are in all year groups, in the event parent/carers submit an appeal.

|           | Current numbers | PAN |
|-----------|-----------------|-----|
| Reception |                 |     |
| Year 1    |                 |     |
| Year 2    |                 |     |

|        | Current numbers | PAN |
|--------|-----------------|-----|
| Year 3 |                 |     |
| Year 4 |                 |     |
| Year 5 |                 |     |
| Year 6 |                 |     |

|         | Current numbers | PAN |
|---------|-----------------|-----|
| Year 7  |                 |     |
| Year 8  |                 |     |
| Year 9  |                 |     |
| Year 10 |                 |     |
| Year 11 |                 |     |

Parent/carers must be notified in writing within 15 school days of receipt of the application, if it is not possible to offer a place.

Please provide the numbers for the relevant year group to ensure that our records are correct.

A copy of the application form must only be forwarded to the School Admissions Team if the year group is full.

Decision of school:

Please select one of the options below by circling the number and adding comments where appropriate.

1. There are places in the year group and we **accept** the transfer. Date of admission agreed as: A copy of Section C must be returned to the child's current/previous school.
2. This application meets the agreed criteria within the managed move protocol and I will contact the Headteacher of the current school to discuss this further. **Please note this is only possible where the current school is a Sunderland school. Please note that this transfer request still needs to be processed even if a managed move has been agreed. A copy of the completed application form must be emailed to [shelley.robson@togetherforchildren.org.uk](mailto:shelley.robson@togetherforchildren.org.uk)**
3. We have places in the year group but wish this to be considered under the fair access protocol. This only applies if the pupil meets the agreed criteria. **Please note that an IYFA referral form must be completed and emailed to [school.admissions@sunderland.gov.uk](mailto:school.admissions@sunderland.gov.uk) and [IYFA@togetherforchildren.org.uk](mailto:IYFA@togetherforchildren.org.uk)**

Any queries about IYFA, please contact [IYFA@togetherforchildren.org.uk](mailto:IYFA@togetherforchildren.org.uk)

Have you met with the family?

☐ YES ☐ NO

Comment:

Signed:.....

Print:.....

Title:.....

Date:.....

Name of School: .....

