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**In year admissions**

**Notes for Guidance – Information for parents**

**Introduction**

Moving to a new school is an important step for all children. It can affect children in many ways and decisions by parents/carers to change school should always be carefully considered.

There are instances where a change of school is desirable/necessary and would include, for example, where families have moved into or relocated within Blackburn with Darwen.

In situations where a move of school is not essential, all parents are strongly urged to carefully consider the implications for their child.

You are encouraged to speak to your child(ren)’s current school and seek the head teacher’s signature before submitting an application to change schools.

**What does in year admission mean?**

The Council has responsibility for co-ordinating all normal years of entry, i.e. admission to reception class, transfer from an Infant to a Junior school, and the transfer from primary to secondary school. From September 2010, the Council has also been responsible for co-ordinating all other admissions. These are called ‘in year applications’ and would include:

* Children wishing to change from one school to another school within the borough
* Children who have arrived into the borough requiring a school place
* Children wishing to move from an independent school to a school maintained by the Council
* Children resident in the borough but requiring admission to a school in another borough

**Is there an application form I need to complete?**

The application form that the parents/carers will be required to complete when requesting admission to a new school is attached.

You are encouraged to speak to your child (ren)’s current school and seek the head teacher’s signature before submitting an application to change schools.

**Children with an Education, Health and Care Plan (EHCP), a Statement for Special Educational Needs (SEN) or an Individual Pupil Resourcing Agreement (IPRA)**

In year applications for such children are considered separately. If you feel your child comes under this category, please contact: Special Educational Needs Team, Schools and Education Department, 10 Duke Street, Blackburn, BB2 1DH. (01254) 666739

**What should I consider?**

Some of the things which you must think about if you are considering a change of school for your child for convenience rather than necessity are:

**Behaviour**

Some parents/carers want to change schools because they think their child’s behaviour will improve with a change of school. Changing school does not always lead to improvements in a pupil’s behaviour. This is because there are many reasons for the poor behaviour. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour.

**Bullying**

Sometimes a change of school is required because your child is being bullied. All schools have anti-bullying policies and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child to understand that the bullies need to be challenged.

**Disagreement with the school**

Occasionally, there might be a disagreement between a parent/carer and a school. Changing a school for such a reason, even though your child may be happy at school, is not always a good idea. Instead, we suggest that parents/carers do everything possible to resolve the differences.

You are encouraged to speak to your child (ren)’s current school and seek the head teacher’s signature before submitting an application to change schools.

**Curriculum**

Parents whose children are in years 6, 9, 10 and 11 need to be aware that a new school may not be able to exactly match a child’s existing curriculum commitments and a change of school during the school year can disrupt a child’s education particularly if they are already in the middle of a specific piece of coursework. Additionally, some parents think that a change of school will mean that their child will get better exam results. This may not always be the case because not all schools offer the same subjects at examination level. Even if they do they may use different examination boards or syllabuses.

**Uniform**

A change of school will mean a new set of uniform for your child. ‘Uniform grants’ are no longer available from the Council.

**Transport**

A change of school may lead to transport difficulties, both in getting your child to school and in disruption to your own day-to-day schedule. The Council only provides assistance with transport in certain circumstances.

**Peer Group / friends**

A change of school means having to make new friends. Peer groups and friends can have a positive and negative influence. You should think carefully about the effects of moving schools because some other pupils are having a negative influence on your child. It is often better to work with the current school to address matters. Moving a child away from an established peer group may adversely affect achievement.

**Children in Care (‘Looked after Children’)**

Children who are in public care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. With that in mind, children in care have priority for admission to schools within Blackburn with Darwen. In some cases, the preferred school may already be full and a place cannot normally be offered. The Local Authority will however consider each application on an individual basis and determine if it is possible to apply discretion – after consulting other admission authorities where appropriate.

**Fair Access Protocol**

This protocol operates outside of the ‘normal’ in year admission arrangement and particularly applies to the following groups of vulnerable children:

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| * Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education
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| * Children who have been out of education for two months or more
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| * Children of Gypsies, Roma, Travellers, refugees and asylum seekers
 |
| * Children who are homeless
 |
| * Children with unsupportive family backgrounds (pupils on CPP)
 |
| * Children who are carers
 |
| * Children with special educational needs, disabilities or medical conditions

(but without a statement) |
| Schools and Local Authorities are also free to include within a Fair access protocol other categories to meet the needs of children residing in the area. Please contact the Pupil Support and Admissions team for further information on this. |

If a suitable place cannot be secured using the normal in-year arrangements and the Local Authority decides that your child’s application form is covered by the ‘fair access protocol’ then a panel comprising both head teachers and Local Authority officers will consider your request.

The panel could decide to:

* Offer admission to your preferred school
* Recommend that your child remains at their current school
* Offer admission to an alternative school
* Suggest an alternative curriculum of a practical nature. (Where this is the case, Local Authority staff will arrange to meet with you and your child to discuss this further).

**If you require any assistance or help in understanding the process or in completing the application form please contact the Council’s Pupil Support and Admissions team, Children’s Services and Education department, 10 Duke Street, Blackburn, BB2 1DH (tel. 01254 666605).**

**Useful contact details:**

Pupil Support and Admissions team

10 Duke Street, Blackburn, BB2 1DH

Telephone 01254 666605

Education Welfare team

10 Duke Street, Blackburn, BB2 1DH

Telephone (01254) 666515

Statutory assessment team

10 Duke Street, Blackburn, BB2 1DH

Telephone (01254) 666738/666739/666749

Educational Psychology team

10 Duke Street, Blackburn, BB2 1DH

Telephone (01254) 666877

School transport team

Regeneration Department, Town Hall, Blackburn

Telephone (01254) 585003

If you wish to make suggestions or comments about the information in the leaflet, please contact: fair.access@blackburn.gov.uk

**You are encouraged to speak to your child(ren)’s current school and seek the head teacher’s signature before submitting an application to change schools.**

**In-Year Admission Form**

**Before completing this form, please read the ‘notes for guidance – information for parents’**

**This form should only be completed if you live within Blackburn with Darwen**

**Please complete this form in BLOCK CAPITALS and sign it on the back**

**Section 1: Reason for changing school** (Please tick applicable box)

Moving to another area within Blackburn with Darwen ❒ Moved into Blackburn with Darwen ❒

Not moving, but want to change school ❒ Moving to an area outside Blackburn with Darwen ❒

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| --- |
| **Section 2: Your child’s details** (Please give details of all children of school age and who require a change of school) |
|  | **1** | **2** | **3** |
| Child’s Legal Surname |  |  |  |
| Child’s Chosen Surname |  |  |  |
| Child’s Forename(s) |  |  |  |
| Date of Birth |  |  |  |
| Year Group |  |  |  |
| Male/Female |  |  |  |
| Child’s first language if not English |  |  |  |
| Current (or Last) School |  |  |  |
| Town / Country |  |  |  |
| Date of Last Attendance (if no longer attending) |  |  |  |

**Section 3: Your details**

Title (please circle) Mr Mrs Miss Ms Other …………………………………………………………………………. (please specify)

Parent/carer Surname…………………………………………………………………………………………… Parent/carer Forename………………………………………………..

Relationship to child(ren) (please circle) Mother Father Grandparent Carer Other …………………………….…. (please specify)

Current Address ………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………….. Post Code …………………………………………………………………..

Telephone Numbers: Daytime …………………………………………… Evening ………………………………......... Mobile ………………………………………………….

**Section 4: Please complete this section if you will be moving house**

New Address ……………………………………………………………………………………………………………………………………………………………………………………………………

Town ……………………………………………………………………Post Code ……………………………………………... Moving date ………………………...................

**Section 5: Your school preferences**

**Preferred Primary School** **Preferred Secondary School**

Ist Preference ………………………………………………………………… 1st Preference …………………………………………………………………………………….

2nd Preference ……………………………………………………………… 2nd Preference ……………………………………………………………………………………

3rd Preference ………………………………………………………………. 3rd Preference …………………………………………………………………………………….

If you do not want the same primary school or secondary school if applying for more than one child, please state your preferences in the space below …………………………………………………………………………………………………………………………………………………………………………………………………….

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**Section 6: Sibling details**

If applicable, please provide details of siblings (brothers or sisters, half brother or sister, step brother or sister or the child of the parent/carer’s partner) who will be attending the school at which a place is requested and live at the same address. Siblings for admission purposes, does not include cousins or sister or brother cousins.

|  |  |  |  |
| --- | --- | --- | --- |
| Sibling’s Surname | Sibling’s Forename | Sibling’s Date of Birth | Sibling’s School |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 7: Additional information**

Are there any social/medical/welfare reasons for your school preference(s)? Yes ❒ No ❒

If yes, please give details. You must submit appropriate written supporting evidence for your application from a doctor, consultant, social worker or other professional.

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If you are applying for admission at a faith school, please provide the religious affiliation of your child(ren)

Catholic ❒ Church of England ❒ Muslim ❒ Other …………………………………………………….

**Section 8: I have not moved, but I would like my child(ren) to attend a different school**

Why do you want your child to move school? Please attach additional paper if required. ……………………………………………………………………………

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Have you discussed your reasons for wanting to move your child(ren) to a different school with your child(ren)’s current school?

Yes ❒ No ❒

If yes, who have you talked to at your child(ren)’s current school? Please tick the appropriate box.

Head Teacher ❒ Deputy Head Teacher ❒ Year Head ❒ Tutor/Class Teacher ❒

**Section 9: To be completed by the child’s current Head Teacher**

Head Teacher – has the parent/carer discussed the reasons for the move with you? Yes ❒ No ❒

Signature of Head Teacher ……………………………………………………………………………………………………………….. Date ………………………………………

Please print name ……………………………………………………………………………………………………………………………………………………………………………………………

**Section 10: Declaration**

I have read the notes for guidance before completing this form and I confirm that

The information I have given on this form is correct

I understand that inaccurate or misleading information may lead to the withdrawal of the school place allocated

I have parental responsibility for this child (these children)

Signature of parent/carer ………………………………………………………………………………………………………………… Date ………………………………………

Please return the form to:

Pupil Support and Admissions Team, Children’s Services and Education Department, 10 Duke Street, Blackburn, BB2 1DH

E-mail address: **fair.access@blackburn.gov.uk**