



WIGAN COUNCIL
Children and Young People's Services
Application for Transfer of School

Pupil Surname:	Forename/s:	
Date of Birth:	Age:	Male/Female
Child's Home Address:		
Post Code (essential):	Tel No:	
If you are moving house please tell us: New Address Date of move: Once we have allocated a place at a school, your child must start within four school weeks. If they do not you will have to re-apply. Please bear this in mind if you are in the process of moving house.		

I wish to apply for a place for the child named above at one of the following schools. I understand that if my child is part way through a Pastoral Support Programme or any action over poor attendance, this will be continued at the new school.

If you are applying for an aided (church) school

If you want to apply for an aided (church) school, you need to contact the school direct and request an application form. If you put an aided school down on this application form, it may delay your admission to school. The Governing Body of all church schools are responsible for allocating places. If you apply for a place at a church school and are refused, the governors will tell you about your right of appeal.

1.
2.
3.
Is the current school aware of this request for transfer?

The reasons for my preference are (<i>please continue on a separate page if necessary</i>):

Please complete the reverse side of this form.

Does your child have a statement of special educational needs?	€	Yes No (Please tick)
Is your child in the care of a local authority?	€	Yes No (Please tick)
If yes, please state which authority:		
Current School: Address	Previous schools Address/Telephone No:	
Date last attended:	Date of any permanent exclusions if applicable:	
Reason for requesting a change of school:		

Please give details of any brothers or sisters and which school they attend:

Name:	Date of Birth:	School

Des the child have any brothers or sisters who are also applying for a place at a school. If yes, please tell us who they are and which school they are applying for:

For Year 10 and 11 pupils only

Have you approached the school that you have requested to satisfy yourself that your child's GCSE subjects can be accommodated by the school

Yes €
No € (please tick)

Please give name of the person contacted at the school:

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education and training administration and will be used solely for this purpose and disclosed when necessary to the Local Authority, schools, Placement Panel, School Inspectors etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax or mail would also be used for this purpose. I freely consent to the use of the personal data as described in this paragraph.

I confirm that I have Parental Responsibility and/or care of the child, and that the child lives with me.
My relationship to the child is

Parent/Guardian Name (in capitals): Signature:	Date:
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**Please return to:
The School Places Team, Progress House, Westwood Park Drive, Wigan WN3 4HH**