

# Wigan Council primary school transfer of school application form

## Details of Child:

Full Name:

Date of Birth:

Age:

Year Group:

Male / Female:

Parent / carer name:

Address:

Post code:

Home telephone:

Mobile:

Email:

If you are moving house please tell us your new address:

Post code (essential):

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.

Does your child have a statement of special educational needs/EHC Plan? Yes  No   
(please tick)

### *Looked after and previously looked after children:*

Is your child looked after? Yes  No  If yes, which local authority:.....

Name of social worker:.....Telephone number:.....

Was your child previously looked after? Yes  No  (please tick)

If yes, you will need to provide evidence to support this. Evidence enclosed is a copy of:

Adoption Order  Residence Order  Special Guardianship Order

### *Armed Forces Personnel Only:*

Is your relocation due to a new posting? Yes  No  Date of new posting:.....

If yes, you will need to provide a letter from your commanding officer to confirm this.

## Current School Details:

School name:

Address:

Telephone number:

Date last attended:

Has your child ever been permanently excluded? Yes  No  (please tick)

If yes, please give date(s):

Reason(s) for requesting a change of school:

It is essential that parents notify the Head Teacher of the child's current school. In order to ensure that a transfer can be processed more smoothly, it will be necessary to contact your child's current school for further information.

It is essential that my children attend the same school:

**NOTE:** If you tick the box, we will offer you the highest preference school where all of your children can be admitted. If none of your preferences can offer all of your children a place, we will try to offer another school

with places for all. If you do not tick the box we will offer places according to your preferences which may mean your children have to attend different schools.

### School preferences:

**Preference 1:**.....

**Reason for preference:**

If you have a sibling at this school / applying for this school, please give details:

**Name:**

**Date of Birth:**

**Preference 2:**.....

**Reason for preference:**

If you have a sibling at this school / applying for this school, please give details:

**Name:**

**Date of Birth:**

**Preference 3:**.....

**Reason for preference:**

If you have a sibling at this school / applying for this school, please give details:

**Name:**

**Date of Birth:**

### Disclaimer:

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, School Inspector's etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax, email or letter 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:**.....

**Name of Applicant (in capitals):**.....

**Signature:**.....**Date:**.....

### School Organisation Contact Details:

**Please return this form to:**

The School Organisation Team  
Wigan Council  
PO Box 100  
WN1 3DS

**Email:** schoolplaces@wigan.gov.uk

**Telephone:** 01942 489013

**For more information and to apply online please use the following link:**

[www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx](http://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx)