Guidance Notes for parents/carers who want to transfer their child to a Sefton School where the transfer is requested for reasons other than a house move.

The decision to transfer schools can affect your child in many ways and the decision should not be taken without careful thought. Please ensure you read these guidance notes before submitting an application to transfer schools.
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Introduction

This booklet will give you all the information you need to apply to transfer your child from their current school to a Sefton school during the academic year.

We know that a number of families may need to transfer their child to another school during the academic year and we want to make this process as smooth as possible for every child.

We have therefore developed these arrangements for the transfer of children between schools if your transfer is for reasons other than a house move.

In order to do this, the Local Authority has to establish whether a request for transfer should be processed as either a standard transfer process or considered through a Statutory Fair Access Process which each Local Authority is obliged to have by law.

Please note this booklet is for parents who wish to apply to transfer their child to a new school in Sefton.

If you live in Sefton, and require a school within a different Local Authority area, please contact the appropriate Local Authority where the school is located for information on their application process.

Please read these guidance notes before completing the transfer form
Key Contacts

**Sefton Local Authority In Year Admissions Team**

In Year Admissions Team  
Email: iyadmissions@sefton.gov.uk

Town Hall  
Website: www.sefton.gov.uk/schooladmissions

Oriel Road  
Bootle  
Tel: 0151 934 3590

Liverpool  
L20 7AE

**Office Hours**

Monday – Thursday 9.00 – 17.00  
Friday 9.00 – 16.00

If you need further information relating to a particular school, the schools individual website is a great place to start. If you want to arrange a visit to a school, please contact the school directly. The contact details and the website address for every Sefton school are included in this guide.

Additional information is also available from the following sources:

- You can access Ofsted reports and obtain an overview of a school at: https://get-information-schools.service.gov.uk
- School performance data is available at: www.school-performance-tables
- For independent advice and information on education issues in England you can contact Ace Education Advice & Training Service at: www.ace-ed.org.uk or telephone the free confidential advice line on: 0300 0115 142 (telephone lines are open Mon-Wed, 10am -1pm, term time only).

If you require a school within a different Local Authority area, please contact the appropriate Local Authority where the school is located for information on their application process.

**Addresses and phone numbers of neighbouring Local Authorities:**

<table>
<thead>
<tr>
<th>Knowsley</th>
<th>Liverpool</th>
</tr>
</thead>
</table>
| Knowsley Schools Admissions  
P.O. Box 21, Municipal Buildings  
Archway Road, Huyton  
Liverpool L36 9YU  
Tel: 0151 443 5142 / 5143 / 3372 / 3373  
Email: schooladmissions@knowsley.gov.uk | Liverpool - www.liverpool.gov.uk  
Children & Young People's Service  
Pupil Admissions Team  
Cunard Building  
Water Street, Liverpool, L3 1AH  
Tel: 0151 233 3006  
Email: admissions@liverpool.gov.uk |

<table>
<thead>
<tr>
<th>Lancashire</th>
<th>St Helens</th>
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| South Area Education Office  
Level 2, Room 37  
County Hall  
Preston  
PR1 0LD  
Tel: 01772 532191 or 01772 532189  
Email: Southadmissions@lancashire.gov.uk | St Helens - www.sthelens.gov.uk  
School Admissions, Children & Young Peoples Service  
Atlas House, Corporation Street  
St Helens  
WA9 1LD  
Tel: 01744 671029 or 01744 671030  
Email: schooladmissions@sthelens.gov.uk |
Important Information

- During term time, Sefton LA will check if there are places available at the school(s) you have requested. If there are vacancies in the school you have requested and your application is being considered as a standard admission (not through the Fair Access Protocol - see page 11) we will pass your information to the school. You will usually be contacted directly by the new school you have requested in order to make arrangements for your child to be admitted. **You should allow up to four weeks from start to finish for this process.** However, at certain times of the year and during school holiday periods it may take longer to process your application.

- All requests for a school transfer that have been completed by the parent/carer, and received by the Local Authority from the current school (fully completed), are processed in the **strict date order** that they are received. In the unusual circumstances where there are more transfer requests received for the same school on the same day for one particular school place, the admissions criteria will be applied to each application received, in order to allocate the place available.

- The Sefton school transfer process has been agreed by the Local Authority and all schools in Sefton. The process is in place in order to support both families and schools by allowing them both the opportunity to discuss and comment on any current issues before an application to transfer school is received and processed by the Local Authority.

- If the school you have requested to transfer to does not have any places available, we will write to you, refusing a place and advise you of the arrangements for submitting an appeal. You will be also be given the option of adding your child’s name to the waiting list for the school. We may offer an alternative school at this point, if it is appropriate to do so.

- If your application is referred through the Fair Access Protocol (pages 11-14) the **standard transfer process is not implemented**. A recommendation for the child would be made via the Fair Access Panels.

**Matters for you to consider before applying**

There are several different reasons for requesting a transfer during the academic year. Below are matters that should be considered before deciding to apply to change your child’s school.

**Teaching, GCSE Year Groups and School Organisation**

- Each school teaches the National Curriculum in different ways and at different times of the academic year. **Has your child already started their GCSE courses? Changing schools in Year 10 or Year 11 could have a significant impact on your child’s attainment.**

  How will your child cope?
  - With learning new rules
  - Doing things in different ways
  - If he/she has done the work before or has missed important earlier work
  - If he/she finds the work new or strange
  - Older children who transfer school after exam subjects have been chosen in Year 9, may find:
    - That they cannot do the same subjects in a new school; or
    - That the exam boards and courses are different.
Have you thought whether?
- Your child can take the same subjects at a new school
- The courses will be the same
- Your child will be comfortable taking new subjects or exam courses

**Relationships**
- Children need to feel happy at school and relationships with the right friends, and with teachers, are an important part of this.
- Will he/she be able to settle in and get to know new people quickly, so that his/her learning does not suffer?

**Family Link**
- If your child has brothers and sisters at the same school, transferring one child may affect others.
- If you have other children attending the same school, will it be a problem for you to have your children attending different schools? There is no automatic right for your other children to transfer to the new school.
- Will you be able to transport your children to different schools at the appropriate times?

**Uniform**
- You will need to buy a completely new uniform, including a PE kit, if your child changes school.

**Transport**
Your child needs to be able to travel to school easily, safely and on-time.
- How would your child get to a new school?
- What will be the cost involved?
- Does your child currently have a travel pass issued by the Local Authority as this may have to be returned if the child changes school?

A change of school will usually be regarded as parental choice, and in most circumstances you are unlikely to be eligible for assistance with travelling costs to a new school.

Some things that worry parents/carers and children can be resolved without the need to transfer to a new school. Transferring schools may not always solve concerns, and could have an adverse effect on your child’s curriculum choices and education.

**Ask yourself the following questions:**

Have I:
- Sat down with my child to talk about the points in this leaflet, to find out how he/she really feels about moving to a new school?
- Discuss all the reasons why he/she wants to move schools?
- Spoken to the teachers who teach my child (if he/she is worried about certain subjects) to find out how he/she is getting on?
- Spoken to the teacher in charge of special needs (if your child needs extra help)?
- Spoken to my child’s Tutor or Head of Year (if you believe he/she is being bullied or having issues with other children)?
- Made an appointment to speak to the Headteacher, if you are still concerned about your child?
Sefton School to School Transfer Process

Stage 1
Parent/Carer completes Section A of the Transfer Form (T1)

Stage 2
Section B is completed by the current school and form returned to LA

Stage 3
T1 form to receiver school if vacancy and no Fair Access identified

Receiver School Decision to LA WITHIN 5 WORKING DAYS

Stage 3
Fair Access Protocol Identified. Where consent is provided the LA may recommend support or an Early Help Plan

Stage 3
LA refuses if no vacancy and offers the right of appeal.

School and parent/carer arrange start date and school informs the LA

School Admissions Team removes vacancy.

Fair Access Panel considers application and makes recommendations. Local Authority informs parent/carer/school.

Fair Access panel decision. Advise of right of appeal where necessary.

Appeal successful. child admitted to school.

Appeal refused. child remains at existing school.
If you are not happy about the way in which the current school is working with your child, you should speak to the school before completing the application form and requesting a school transfer. Please remember that matters that can worry parents and your child, could be resolved without the need to transfer to a new school.

How to complete the Transfer Form (T1)

Section A: Child’s details and Parent/Carer details

- Please enter the child's name, DOB, address and current school year group.
- The child’s home address must be the child’s permanent home address and cannot be a childminder’s or business address.
- You will need to provide your e-mail address so we can acknowledge receipt of the application form when it is returned to the Local Authority, by the child’s current school.
- Please provide the name of your child’s current school.
- If your child is no longer attending this school, please enter the date of their last day of attendance.
- Please indicate your child’s religion if you are applying to transfer to a faith school.
- Please indicate if you are currently receiving Free School Meals (FSM) for your child and include your NI number. This will help the Admissions Team ensure that any eligibility for FSM is automatically transferred to your child’s new school.
- Please indicate if your child currently has a travel pass issued by the Local Authority to attend their current school.
- Please indicate if your child has an Education, Health and Care Plan (previously a Statement of Special Educational Needs).
- Please give details if your child is in the care of a local authority (Looked After) or is subject to a Special Guardianship Order.
- If your child has been permanently excluded from any school you should include the details.
- We need to know a little bit about your reasons for the request for a school transfer and whether you have any siblings attending other Sefton Schools. Please note cousins or other relatives are not siblings.
School Preferences

▪ You can list up to 3 schools you would like your child to transfer to in the order you prefer them.
▪ Please let us know when you would like your child to transfer to a new school.

Data Protection

▪ Please read this section as it contains important information about how we deal with the information you supply on the application form. The information you provide will be shared with your child’s current and requested school(s) in order to complete the school transfer process.

Declaration & Signature of Parent/Carer

▪ You must sign and date the declaration and print your full name, before submitting your application form to your current school.

Consent to share information

▪ Please sign here if you agree that information included in the application form can be shared with Local Authority teams in order to support the child/family with appropriate services, where applicable.

What happens next?

ONCE YOU HAVE COMPLETED SECTION A YOU MUST HAND THE WHOLE FORM INTO THE OFFICE AT YOUR CHILD’S CURRENT SCHOOL (EVEN IF THEY ARE CURRENTLY NOT ATTENDING).

▪ Your child’s current school will then complete SECTION B of the form and return the form to the Local Authority In Year Admissions Team. This should be done within 5 working days of the school receiving the form.
▪ As soon as the In Year Admissions Team receives the form from your child’s current school we will send you an e-mail to let you know it has been received. If you have not received an e-mail within 10 days you may want to contact your current school to enquire if they have returned the transfer form.
- The request for transfer will then be considered under either a **standard transfer process** or the **Fair Access Protocol**. You will be contacted by e-mail and informed if your application is being considered under the Sefton Fair Access Protocol.

- If the request is being considered under the transfer process and there is a place available, you will usually be contacted directly by the new school you have requested in order to make arrangements for your child to be admitted. **You should allow up to four weeks from start to finish for this process.** However, at certain times of the year and during school holiday periods it may take longer to process your application.

- If it is not possible to offer you one of the schools you have requested, we will send you the decision letter and offer you the right of appeal for those schools.

- **It is important that your child still attends their current school while the transfer request is being processed.**

### Appeals and Waiting Lists

#### Appeals

If you have not been offered a place at a school you have named as a preference on your application form because the school is full, you have the right of appeal to an Independent Appeals Panel. Information about how to appeal will be sent to you with the decision letter, even if your application is being referred through the Fair Access Protocol. **For further information regarding the Admission Appeals process please read the leaflet ‘School Admission Appeals - Information for Parents’** which can be accessed at [www.sefton.gov.uk/schooladmissions](http://www.sefton.gov.uk/schooladmissions)

#### Waiting lists

- The In Year Admissions Team hold waiting lists for all schools.

- If we are not able to offer a place at your preferred school, you will be offered the option of adding your child’s name to the schools waiting list.

- Waiting lists, by law, must be held in order of where each application falls within the schools admissions criteria and not the date they are added to the list.

- Waiting Lists are held until the end of the academic year apply in which you. (31st July). Your child’s name **will not automatically** remain on the waiting list for the following academic year. If you wish for your child’s name to remain on a waiting list...
during the following academic year, you will need to contact the School Admissions Team during July or August, to specifically request this.

- Your child’s position on a waiting list can go up or down as new applications are added or removed.
- If a vacancy arises and your child is at the top of a waiting list (and not being considered through the Fair Access Protocol) we will contact you to see if the place is still required.

The Transfer Process
If an application received by the Local Authority does not fall in to any of the Fair Access Categories listed below the request will be processed and the receiving school will be asked to admit the child if there is a place available.

Sefton Fair Access Protocol

By law, each Local Authority must implement a School Admission Fair Access Protocol. This is to ensure that outside of the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This supports families and schools in ensuring that children who may have difficulty in accessing a school, are offered an appropriate place fairly and without delay.

In Sefton, the Protocol is administered by two panels one for primary school applications and one for secondary school applications. You will be informed in writing if your application for a school place has been referred to the relevant Sefton Fair Access Panel.

Sefton In Year Admissions Team will refer a school transfer request to the appropriate Fair Access Panel, if the child falls in to any of the Fair Access Categories below: -

There are some children that MUST, by law be included in a Fair Access Protocol.

1) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
2) Children who have been out of education for two months or more;
3) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
4) Children who are homeless;
5) Children with unsupportive family backgrounds for whom a place has not been sought;
6) Children who are carers;
7) Children with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan)
In addition to the statutory Fair Access categories, the Sefton Protocol also includes the following additional categories:

**Secondary Age Children**

1) Pupils that have moved in to Sefton and been permanently excluded from one school;
2) Pupils with 15% or more unauthorised absence in a rolling year (for most pupils this will also include the use of attendance records from the previous academic year);
3) Pupils with an ongoing and current number of fixed term, internal or external exclusions;
4) Pupils at risk of permanent exclusion where the behaviour of the pupil is of ongoing concern to those professionals involved;
5) Pupils using a Learning Support/Inclusion Unit or Alternative Provision, commissioned by the school, where the child does not have an Education, Health and Care Plan;
6) Pupils with persistent and ongoing recorded instances of poor behaviour;
7) Pupils in Year 10 who have moved into Sefton or moved a significant distance within Sefton after the end of the Spring Term;
8) Pupils in Year 11 who have moved into the area;
9) Any secondary age pupils who have moved within or into the area, and there is not an available school place within a reasonable distance of their home as defined in the Schools Admissions Code (address must be validated before referral to panel);
10) Children who have been Electively Home Educated requesting a school place;
11) Children being integrated from Complementary Education;
12) Pupils who transfer schools 3 times or more within a local area (with no house moves);

Year 10 and 11 children requesting a Sefton school to school Transfer

Year 10 Transfers requests:- Pupils who will be in year 10 as a result of the transfer (when the transfer begins). These pupils would undertake a managed transfer. They would be dual registered and remain on the roll of the existing school until a final decision has been made.

For any managed move that commences on or after the 1st April in Year 10 the pupil will remain on the roll of the existing school for their GCSE exam results unless both schools agree to make the move permanent.

Sefton Schools Year 11 Transfer requests:- Pupils who will be in year 11 as a result of the transfer (when the transfer begins). These pupils would be dual registered and remain on the roll of the existing school for their GCSE exam results.
Pupils that are identified as Sefton Fair Access category when requesting a transfer from an out of borough school to a Sefton School. These pupils may be offered a trial if it can be agreed by both schools, although Sefton Admissions team will not undertake any meetings with the schools during the trial period. This will be managed between the Sefton and Out of Borough School directly if they agree to the trial.

**Primary Age Children**

1) Pupils that have moved in to Sefton and been permanently excluded from one school;
2) Pupils with 15% or more **unauthorised absence** in a rolling year (for most pupils this will also include the use of attendance records from the previous academic year);
3) Pupils with a history of fixed term exclusions over the last 2 years (3 or more exclusions);
4) Pupils in Year 6 who have moved into Sefton, or moved a significant distance within Sefton after the end of the Spring Term;
5) Pupils who transfer schools 3 times or more within a local area (with no house moves);
6) Pupils requesting a return transfer to a school previously attended;
7) Any primary age pupils who have moved into Sefton and cannot be offered a school place within a reasonable distance of their home as defined in the Schools Admissions Code (address **must be** validated before referral to panel);
8) Children who have been Electively Home Educated requesting a school place.
9) Pupils in Year 6 requesting a school transfer within Sefton without a house move.

**Year 6 Sefton to Sefton School Transfers**

Year 6 children (or summer term Year 5 who will be in year 6 when the transfer begins) who request a school transfer will be agreed on a managed transfer basis. As this is a Sefton agreement, it will not apply to children who are moving house into the area or significant distances within Sefton.

**Period of Managed Transfer**

The pupil will be ‘main’ dual registered with the home school until after the KS2 SATs, unless the receiver school requests otherwise.

**Prior to the commencement of a Year 6 managed transfer**

A meeting should be arranged at the receiving school with representatives from both home and receiver school present.
How the Fair Access Protocol Works

When a Transfer request is referred through the Fair Access Protocol, the request is sent to the appropriate panel for it to be considered.

This protocol is administered by two panels: one for Primary Schools and one for secondary school applications. The Fair Access panels meet regularly, which allows recommendations for a school place or relevant education provision to be made quickly. The offer or recommendation for a school place may not be for the school originally requested.

The panels will meet on a regular basis: **Approximately every 3 weeks.**

The compositions of the two panels are as follows:

- Headteachers/Deputy Headteachers/Assistant Headteachers from Community, Voluntary Aided Schools, Academies/Free Schools/Studio schools
- Head of Pupil Referral Unit
- Representative from Special Education Needs Service
- Representative from Educational Psychology Service
- Administration Officer
- Locality Team Manager
- Other Officers/Professionals where necessary

Fair Access Outcomes

The outcome of the Fair Access Panel meetings for applicants would be:-

1) Offer admission to a school preferred;

2) Offer admission to an alternative school;

3) Recommend that the pupil remains at their current school with the option offered to appeal for their preferred school(s);

4) Agree/Recommend a managed transfer (**for existing Sefton pupils**);

5) Recommend admission to alternative provision or recommend an alternative curriculum of a practical nature. (Where this is the case the appropriate panel member will contact the child and the family to discuss this further.)
Sefton Schools

<table>
<thead>
<tr>
<th>Primary Schools</th>
<th>Secondary Schools</th>
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</thead>
<tbody>
<tr>
<td>Sefton has 75 Primary Schools in total</td>
<td>Sefton has 18 Secondary Schools in total</td>
</tr>
<tr>
<td>30 Community Primary Schools</td>
<td>1 Community High School</td>
</tr>
<tr>
<td>7 Academies</td>
<td>12 Academies</td>
</tr>
<tr>
<td>33 Voluntary Aided Faith Primary Schools</td>
<td>5 Voluntary Aided Faith High Schools</td>
</tr>
<tr>
<td>5 Voluntary Controlled Faith Primary Schools</td>
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Types of Schools

- Community Schools are funded by the Local Authority, and the Local Authority is the admissions authority for those schools.
  - Voluntary Aided schools are managed and governed by religious bodies and funded by the Local Authority.
  - Academy Schools are funded by the Education Skills Funding Agency directly

Admissions Criteria

- Each Voluntary Aided school and Academy has their own oversubscription criteria which are set by the school governors.

Information about Individual Schools and the admissions criteria used for each School (which will be applied to applicants on a waiting list) can be found in the publication, *Sefton Primary & Secondary Schools Admissions Information* booklet which is available to view or download on Sefton’s website: [www.sefton.gov.uk/schooladmissions](http://www.sefton.gov.uk/schooladmissions)

*Please remember that in most cases, matters could be resolved with your child’s current school, without the need to transfer to a new school. Please speak to the current school before completing the application form and requesting a school transfer.*