



**DURHAM COUNTY COUNCIL
CHILDREN AND YOUNG PEOPLE'S SERVICES
ADMISSIONS, APPEALS AND TRANSPORT ENTITLEMENT TEAM
Primary School Transfer Request (In-Year Admission)**

Please answer all questions and return to the **Admissions, Appeals and Transport Entitlement Team, CYPS, County Hall, Durham, DH1 5UJ**. If you have any queries in regard to the transfer process, please ring **(0191) 3835663**. If your child has a Statement of Special Needs or is undergoing an assessment of Special Educational Needs, you should not complete this form. Please ring (0191) 383 3783 for further advice.

Name of Child: Male/Female (delete as appropriate)

Date of Birth: School Year Group:

Address:
..... Post Code:

If you are soon to change address, please state your new address:
..... Post Code: Moving Date:

Tel No:

Current School

Local Authority where this school is located:

Has your child been permanently excluded from his/her current school? YES/NO (delete as appropriate)

Please state the school(s) of your choice in order of preference:-

1. _____

2. _____

3. _____

Does your child have a sibling who currently attends your preferred school? YES/NO (delete as appropriate)

If yes, please provide their details: Name: Date of Birth:

When would you like your child to start your preferred school:

Please state your full reasons for the transfer request:
.....
.....
.....

Signature of Parent/Carer: Date:

Name of Parent/Carer: MR/MRS/MS/MISS

Is the child looked after by a Local Authority: YES/NO (delete as appropriate)

If yes, please state which Local Authority the child is in care to:

FOR OFFICE USE ONLY Offer Refusal Letter to parent Informed School One Spreadsheet

Notes

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NOTES

1. Upon receipt of this application, the Admission, Appeals and Transport Entitlement Team will liaise with your preferred school/s to establish if a place is available for your child. For applications for Community and Voluntary Controlled schools, a decision will be made within 5 working days. For applications for Voluntary Aided (Church) schools and schools situated in other Local Authority areas, a decision will be made within 10 working days.
2. If a place can be offered, you will be notified of this by letter. The letter will include a slip that you must return to the Admissions, Appeals and Transport Entitlement Team within 14 days to formally accept or decline the offer of a place. However, you may admit your child into the school as soon as the offer letter is received, with the approval of the relevant school. Please note a place may be withdrawn if you do not formally accept it.
3. If a place cannot be offered at your preferred school/s, we will let you know how to place your child's name on the school's waiting list and/or appeal for a place.
4. A sibling is defined as: brother, sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and, in every case, the child must be living in the same family unit at the same address.
5. We reserve the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on this application.