

Section 5

Changing School - Transfers and Mid-Year Applications

This section explains how we deal with transfers and mid-year applications.

A mid-year application normally happens when your child moves house. Sometimes it can be because your child is having difficulties at school and you would like to move them to another.

All mid-year applications (including those for schools in other Council areas) **MUST** be made on a Wakefield admissions form. You can get these from Wakefield Council's School Admissions Team.

You can choose up to three schools. Your application will still be checked against the approved admissions criteria for those schools.

If the schools you choose are full and you live in the Wakefield district you will be offered a place at the closest community school to you that have places available. We will also tell you about the appeal process if you are unhappy with this offer.

Before you stop your child from going to their current school please check that the schools you would like to choose have places available.

If your child is having problems at school, please tell the Headteacher immediately, they may be able to sort this out. The Education Welfare Service may also be able to help, see Section 7. You can contact them on: 01924 307451

Please note that Wakefield has agreed an 'In Year Fair Access Protocol'.

This means that some applications to move school may be given a higher priority than other pupils on the waiting list. You can get a copy of the protocol from the School Admission Team or from the Council's website, **www.wakefield.gov.uk/admissiontoschool**

If in any doubt please contact the School Admission Team on telephone number 01924 305616/17, 01924 306766. The Choice Advice Service can also help. They can give impartial advice, information and support to parents so that you can make the best choice of school for your child.

Contact: Choice Advice Service

Room 201
County Hall
Wakefield
WF1 2QW

Telephone: 0800 587 8042

Email: choiceadvice@wakefield.gov.uk

Web: www.wakefield.gov.uk/Education/Schools/ChoiceAdviceService

