School Transfer Application Form

Secondary and All Age - Academy 360 or Christ's College

Please note that this application form **must not** be used for Biddick Academy

To be used from September 2025

It is important that you provide as much information as possible to assist in the admission process. Please note that your child is **not** guaranteed a place at any school (this includes your nearest school(s)). Sections A and B must be complete in order to apply for a school place. Section B is to be completed by your child's current school; **applications may not be considered by the transfer school without this information.**

Once Sections A and B have been completed, all parts of the form must be forwarded to the School Admissions Team, Bunny Hill Centre, Hylton Lane, Sunderland SR5 4BW

If you have any further queries, please contact 0191 561 1399 or 561 1447 or 561 1425 or Email: school.admissions@sunderland.gov.uk

Section A - to be completed by the parent/carer

Name of child: ..... male/female (delete as appropriate)

Date of birth: ..... Current school year group: .....

Address: .....

..... Post code: .....

Name of parent/carer: ..... Relationship to child: .....

Tel No: ..... Email address: .....

Current/previous school: .....

Local Authority where this school is located: .....

Previous schools (please list by date all schools previously attended and the local authority area they are in):

	Date	School	Local Authority area
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

Sunderland City Council

together for children SUNDERLAND

Pupil's religion (if applying for a RC aided school): .....

Does your child have an Education, Health and Care (EHC) plan? ☐ YES ☐ NO

Is the child 'cared for' or 'looked after' by a Local Authority? ☐ YES ☐ NO

If yes, name of Local Authority: .....

Is you child previously 'cared for' or 'looked after' but now adopted or subject to a Child Arrangements Order, Residential Order or Special Guardianship Order, immediately after being 'cared for' or 'looked after'? ☐ YES ☐ NO

Please give the name of their Social Worker: .....

Does your child live with someone other than yourself or another family member? ☐ YES ☐ NO

If so please state relationship with this person: .....

How long has this arrangement been in place? .....

Has your child been permanently excluded from any school? ☐ YES ☐ NO

If YES, please give details: .....

.....

Please state your full reasons for the transfer request (continue on a separate sheet if necessary):

.....

.....

Does this child have any siblings of school age? (see notes for definition of sibling) ☐ YES ☐ NO

If yes, name of child: ..... DOB: .....

Name of school attending: .....

Please list the school(s) that you would like to apply for (If you have more than one choice please state in order of preference):

1. .....
2. .....
3. .....

When would you like your child to start this school? .....

Signature of parent/carer: ..... Date: .....

BEFORE SUBMITTING YOUR APPLICATION FORM YOU MUST ASK YOUR CURRENT SCHOOL TO COMPLETE SECTION B. Please note that parents/carers have the right to apply for a school transfer.

Headteachers may not support applications for children to leave their schools unless there are exceptional circumstances e.g.:

- The child has moved house and the journey to school is no longer manageable
- There has been an irretrievable breakdown in relationships with staff and parents have made every effort to work with the school to address the issue
- There has been an irretrievable breakdown in relationships with other children and parents have made every effort to work with the school to address the issue

Please note

1. Your child's current school has 5 working days to complete section B and forward sections A and B to the School that you would like your child to attend.
2. The school or Local Authority reserves the right to seek proof of address and withdraw an offer of a place, if any inaccurate information or address is given on the application.
3. The transfer school will need to see a copy of your child's birth certificate/passport before admission. This is for safeguarding purposes, in order to verify your child's identity.
4. If you are applying for a place at a Roman Catholic school, you may be required to provide a copy of your child's Baptism certificate in order to consider the application against the school's admission criteria.
5. If your child is not currently attending a school in Sunderland, you may be required to provide proof that they are 'cared for' or 'looked after'.

Section B - to be completed by current school

Date received from parent: ☐

Please note that you have 5 working days to complete section B and forward sections A and B to the first school named by the parent/carer in Section A

Please ensure that all information is provided to support the application.

	SEN support	Statutory Needs Assessment in progress	EHC Plan	English as a second language	None of previous applicable
Please tick where appropriate*					
* For the sections ticked, please supply copies of reports or provide relevant comments/info on an additional sheet					

Please provide percentage attendance for:

Last school year: _____% Current school year: _____%

Is the child currently attending school ☐ YES ☐ NO

Comments:

.....

.....

Has there been education welfare/social work/inclusion & attendance involvement?

☐ YES ☐ NO

Comments:

.....

.....

Has there been support service involvement?

☐ YES ☐ NO (i.e. behaviour intervention team, educational psychologist, Early Help, etc)

Details:

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.....

Has there been involvement from other agencies?

☐ YES ☐ NO

Comments:

.....

.....

Sibling details (currently attending your school)

Name	Year Group	Comments

Details of qualifications being taken or key stage level achieved:

Courses being taken (e.g. Maths)	Qualification type (e.g. GCSE or KS level)	Exam board (e.g. AQA/Edexcel)

Details of any suspensions:

.....

Is the student at risk of permanent exclusion?

☐ YES ☐ NO

Are there any issues that might be of concern to a receiving school?

☐ YES ☐ NO

Any other information or comments (submit extra information separately if necessary):

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Are you able to support this transfer request?

☐ YES ☐ NO

Signed:..... Print:.....

Designation/title:..... Date:.....

Authorised by Headteacher: ..... Print:.....

Name of School: .....

Section C – for completion by the requested school

Name of child:	Year group:
Name of school:	

We have vacancies in this year group?

☐ YES ☐ NO

If the year group is oversubscribed, please indicate below the current number of children that are in all year groups, in the event parent/carer submits an appeal.

Please provide the numbers for the relevant year group to ensure that our records are correct.

	Current numbers	PAN
Reception		
Year 1		
Year 2		

	Current numbers	PAN
Year 3		
Year 4		
Year 5		
Year 6		

	Current numbers	PAN
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		

Parent/carer must be notified in writing within 15 school days of receipt of the application, if it is not possible to offer a place.

A copy of the application form must only be forwarded to the School Admissions Team if the year group is full.

Decision of school:

Please select one of the options below by circling the number and adding comments where appropriate.

1. There are places in the year group and we **accept** the transfer. Date of admission agreed as: A copy of Section C must be returned to the child's current/previous school.
2. This application meets the agreed criteria within the managed move protocol and I will contact the Headteacher of the current school to discuss this further. **Please note this is only possible where the current school is a Sunderland school. Please note that this transfer request still needs to be processed even if a managed move has been agreed. A copy of the completed application form must be emailed to shelley.robson@togetherforchildren.org.uk**
3. We have places in the year group but wish this to be considered under the fair access protocol. This only applies if the pupil meets the agreed criteria. **Please note that an IYFA referral form must be completed and emailed to school.admissions@sunderland.gov.uk and IYFA@togetherforchildren.org.uk**

   Any queries about IYFA, please contact IYFA@togetherforchildren.org.uk

Have you met with the family?

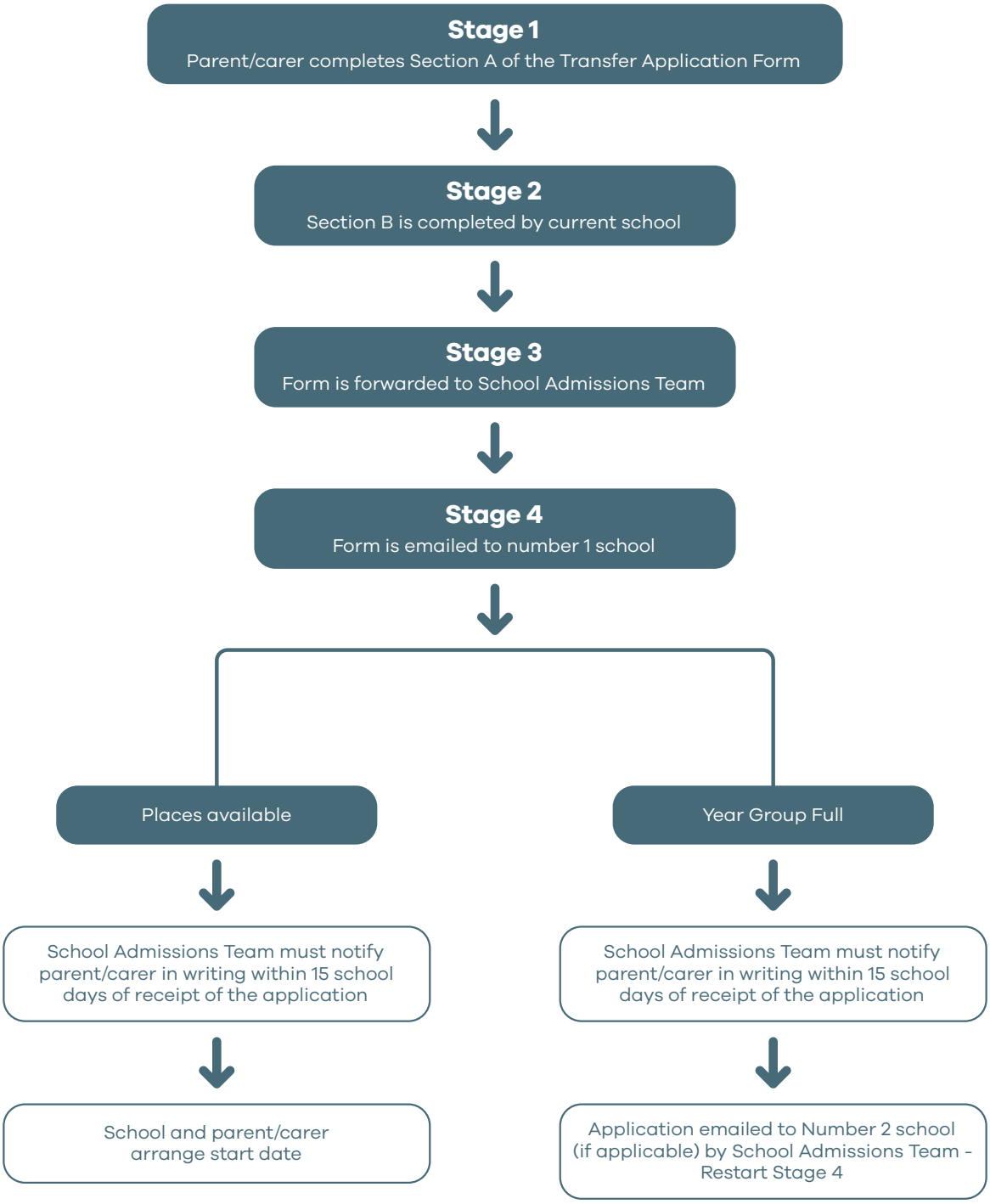
☐ YES ☐ NO

Comment:

Signed:..... Print:.....

Title:..... Date:.....

Name of School: .....


Stage 1
Parent/carer completes Section A of the Transfer Application Form
Stage 2
Section B is completed by current school
Stage 3
Form is forwarded to School Admissions Team
Stage 4
Form is emailed to number 1 school
Places available
Year Group Full
School Admissions Team must notify parent/carer in writing within 15 school days of receipt of the application
School Admissions Team must notify parent/carer in writing within 15 school days of receipt of the application
School and parent/carer arrange start date
Application emailed to Number 2 school (if applicable) by School Admissions Team - Restart Stage 4