

In Year School Admissions: School Transfers

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 consideration. Please ensure that 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 School Transfer Process** or considered through a **Statutory Fair Access Protocol** which each Local Authority is obliged to have by law.

Please note:
These Guidance Notes are for parents who wish to transfer their child to a new school within 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 of your choice is located for information on their application process.

Please read these Guidance notes before completing the T1 School Transfer form.



Key Contacts

Sefton Local Authority In Year Admissions Team

In Year Admissions Team

Email: iyadmissions@sefton.gov.uk

Town Hall
Oriel Road
Bootle

Liverpool L20 7AE

Website: www.sefton.gov.uk/schooladmissions

Tel: 0151 934 3590 NB: During the current Public Health emergency phone lines may be restricted please use email instead.

Normal Office Hours

Monday to Thursday = 9.00 – 17.00, Friday = 9.00 – 16.00 NB: During the current Public Health emergency, the majority of the Admissions Team are not office based, therefore availability will vary.

Where to get further information about Sefton Schools

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 for all schools within Sefton are available on the Sefton website by using the '**Find a School**' option. They are also included in the guide: **Sefton Primary & Secondary Schools Admissions Information**, which is available on the Sefton website. Additional information is also available from the following sources:

You can access Ofsted reports and School performance data by using the Government's '*Find and Compare Schools in England Service*' at: www.compare-school-performance.service.gov.uk

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.

Contact details for neighbouring Local Authorities (Admission Teams):

<p>Knowsley - www.knowsley.gov.uk</p> <p>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</p>	<p>Liverpool - www.liverpool.gov.uk</p> <p>Children & Young People's Service Pupil Admissions Team Cunard Building Water Street, Liverpool, L3 1AH Tel: 0151 233 3006 Email: admissions@liverpool.gov.uk</p>
<p>Lancashire - www.lancashire.gov.uk</p> <p>South Area Education Office Level 2, Room 37 County Hall Preston PR1 0LD Tel: 01772 532191 or 01772 532189 Email: Southadmissions@lancashire.gov.uk</p>	<p>St Helens - www.sthelens.gov.uk</p> <p>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</p>



IMPORTANT INFORMATION – In Year School Transfer Applications

- Applications should be submitted no earlier than 4 weeks prior to the date on which you require the new school place. Please do not apply for a school place several months in advance. The Local Authority cannot pend places and will not be able to process an application for a school place unless you indicate that you can take up a place within the next 4 weeks.
- The Admissions Team 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 14) the application will be forwarded onto the school. You will be contacted directly by the new school 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. This is because if there are places available, the school will contact you to discuss admission arrangements and they cannot do so whilst schools are closed.
- 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 multiple requests for the same school & year group, received on the same day, the admissions criteria will be applied to each application received, in order to allocate any available place(s).
- Sefton's school transfer process has been agreed by the Local Authority and with all schools within 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 (see pages 14-17) the standard transfer process is not implemented. A school placement recommendation for the child would be made via the Fair Access Panels.
- **Places required for the start of the next academic year (September start)**
Applications should be submitted from the start of June onwards. If you apply any earlier than this, the application will **not** be processed. If the preferred school(s) do not have a vacancy, please be aware that appeals are only heard during term time and **therefore any potential appeal may not be heard until the new academic year has started.**

Matters for you to consider before applying



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

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 Years 9, 10 or 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 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 friends and 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. Any change of school may affect your child's entitlement to a Travel Pass or Home to School Transport from the Authority.

- How would your child get to a new school?
- What will be the cost involved?
- Does your child have a Travel Pass issued by the Local Authority? - 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.

Children with Special Educational Needs or an Education, Health and Care Plan (EHCP)

All Sefton Schools will meet their legal obligation to admit a pupil who has an EHCP where the school is named in the plan. An EHCP is a legal document that describes a child or young person's special educational, health and social care needs. It explains the extra help that will be given to meet those needs, and it will include the name of a specific educational establishment that the child will attend in order to meet their needs. This is not the same as a SEN Support Plan or a child receiving additional help within the classroom.

The School Admissions Team is **NOT** involved with school transfers for children who have an EHCP. For children with an EHCP **who live in Sefton**, if they wish to change school placement an Annual Review Meeting must be held to discuss the request to change placement. Families should contact their current school or their SEN Casework Officer at the Local Authority to arrange this.

Sefton Council Special Educational Needs Team - Contact details:

Assessment, Resource and Provision Planning Team, Ainsdale Hope Centre, Sandringham Road, Ainsdale, PR8 2PJ. Email: special.needs@sefton.gov.uk

Telephone: 0151 934 2347.

Information is also available online: www.seftondirectory.co.uk/localoffer

For children with an EHCP **who do not live in Sefton** but wish move to a Sefton school, parents should contact their child's current school or the SEN Casework Officer from the Local Authority that you live in.

For children who do **NOT** have an EHCP but do have Special Educational Needs or disabilities, you should complete the school transfer form in the usual way. In most cases a request to transfer schools will be referred to the Fair Access Panel for a decision. It is not always straight forward for children who have additional needs to transfer schools. For example: if your child currently has 1:1 support it can take some time for similar arrangements to be put in place at a new school, and in some cases this may not be possible at all due to school budgets/funding arrangements.

You can get impartial advice and support on special educational needs issues from Sefton Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

Contact Details: SENDIASS, Telephone: 0151 934 3334

Email: seftonsendiass@sefton.gov.uk

or by completing an online enquiry form at: <https://forms.sefton.gov.uk/specialeducationneeds>



Concerns you may have about current school

Any school related matters that may be troubling a child or parents/carers could potentially be addressed without the need to transfer to a new school. **Please discuss any concerns you may have with your child's current school.** Transferring schools may not resolve issues and could have an adverse effect on your child's curriculum choices and education.

Ask yourself the following questions:

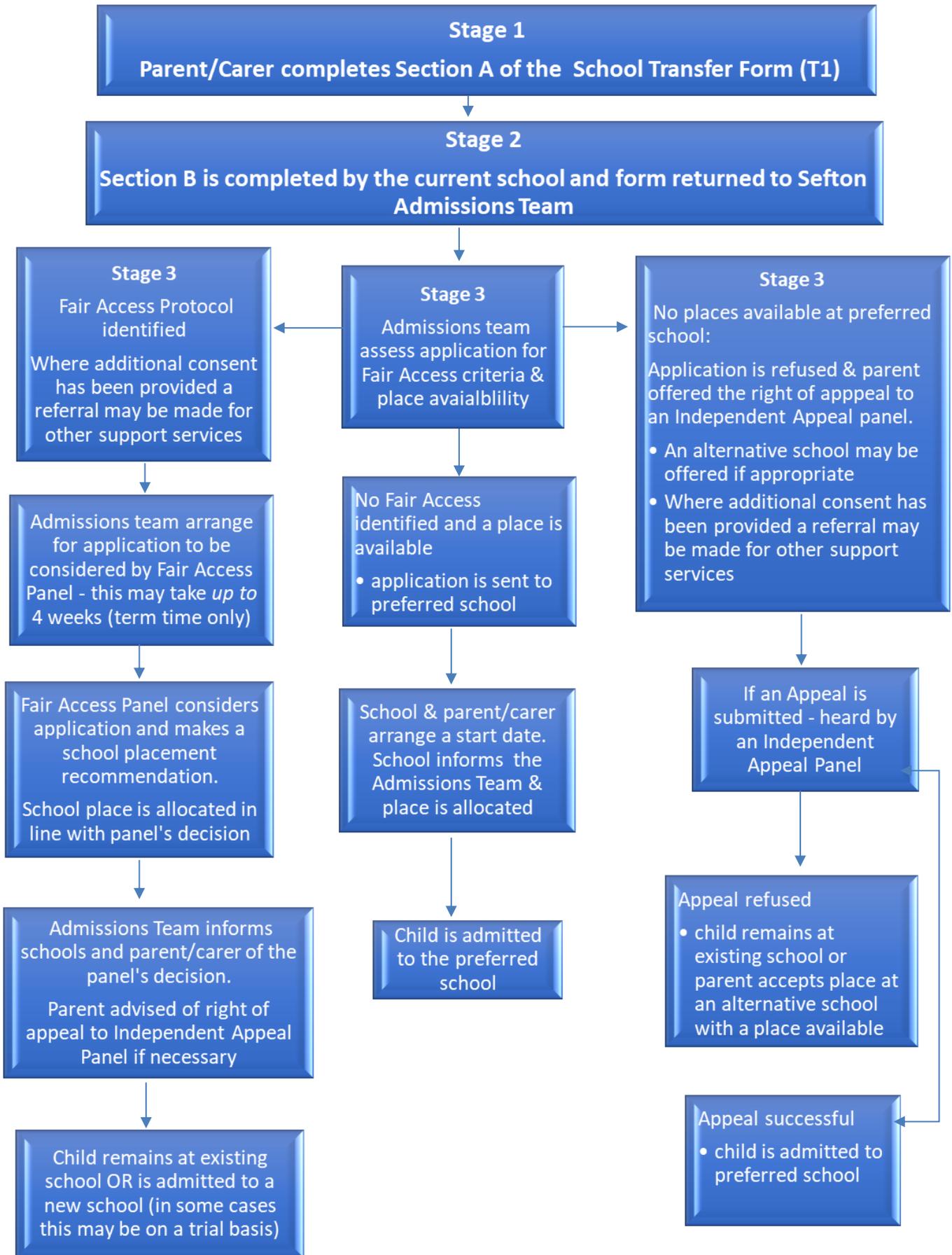
Have I:

- Sat down with my child to talk about the points in this guide, 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 has additional needs)?
- 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?

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.



Sefton School Transfer Process



Completing the School Transfer Application Form (T1)

You MUST complete all sections of the application form. The details requested should be self-explanatory. Incomplete forms cannot be processed and could lead to delays in your request for a school transfer.

If you need any assistance in completing the application form please contact the In Year Admissions Team or your child's current school.

Please note the following points whilst completing the T1 form:

IMPORTANT

Any false or deliberately misleading information provided on the application form and/or supporting documents may render the application invalid or lead to the offer of a school place being withdrawn.

- The child's home address must be the permanent home address and cannot be a relatives, childminder's or business address.
- **You will need to provide a current working 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.**
- If you are a Sefton resident please indicate if you are currently receiving Free School Meals (FSM) for your child. In most cases this will allow the Local Authority to automatically transfer eligibility for FSM to your child's new school. If you live outside of Sefton you will have to make these arrangements separately yourself.
- We need to know a little bit about your reasons for the request for a school transfer and whether there any siblings attending other Sefton schools. 'Sibling' refers to a brother or sister and includes half, step, adopted or foster siblings, provided they live at the same home address as part of the same family unit. **Please note cousins or other relatives are not classed as siblings.**

School Preferences

- You can list *up to* 3 SEFTON schools you would like your child to transfer to, in the order you prefer them. Please ensure that your school preferences are only for those schools that you actively wish to request a place at.
- Please **DO NOT** list schools outside of Sefton as the Local Authority is unable to process transfer requests for schools outside of the Sefton area. Please see page 4 for more information.



Data Protection & Parental declaration

Please read this section as it contains important information about how we handle the information supplied on the application form.

Sefton Council maintains an electronic database in respect of all pupils who apply for a school place within Sefton. All personal information provided on the application form is treated in strict confidence in accordance with the requirements of the Data Protection Act 2018. Paper application forms will be held for 2 years and then destroyed securely. The application information held within the electronic database may be held for up to 7 years.

- **Sefton council reserves the right to verify all information stated on the application.**
- The information provided will be shared with your child's current and requested school(s) in order to complete the school transfer process.
- You must agree that the information provided is correct and up to date.
- A person with **Parental Responsibility*** must sign and date the declaration and print their full name, before submitting the application form to the child's current school. Forms that are not signed will NOT be processed.

* The Local Authority has an obligation to process an application form that has been signed and submitted by a parent/carer stating that they have parental responsibility. In cases where parents are separated and both have retained joint responsibility, in all cases and in the **best interests of their child**, the Local Authority requires parents to resolve matters between themselves (taking legal advice if necessary) before submitting any application for a change of school.

THE LOCAL AUTHORITY WILL NOT INTERVENE AND CANNOT RELEASE ANY INFORMATION, WHERE DISPUTES OR DISAGREEMENTS ARISE BETWEEN PARENTS/CARERS IN RELATION TO ANY PROPOSED OR SUBMITTED APPLICATION FOR A SCHOOL PLACE.

Optional Consent to share information

Sefton Council provides many support services for children and families who may be experiencing difficulties at home, in the community or at school. There are sometimes circumstances identified within the information provided on the application form which impacts on a child's attendance at school. There can also be family issues identified where the child/family may benefit from an agreed early help plan or support from council services. Examples being, non-attendance or lateness at school, problems with transport to school, a family bereavement, a medical condition or a disability, or community/social issues adversely impacting on the child or family.

By signing the optional declaration, you agree that, where appropriate, the council may share information contained within the application form with the relevant council support services with the view to contacting you to offer support or an Early Help Plan for the child/family where applicable.

What happens next? - Please also refer to the flowchart on page 9



ONCE YOU HAVE COMPLETED SECTION A YOU MUST SUBMIT THE WHOLE FORM TO YOUR CHILD'S CURRENT SCHOOL, EVEN IF THEY ARE CURRENTLY NOT ATTENDING. THIS APPLIES DURING BOTH TERM TIME & SCHOOL HOLIDAY PERIODS. IF NECESSARY, YOU MUST WAIT UNTIL THE SCHOOL RE-OPENS TO SUBMIT THE FORM TO YOUR CHILD'S CURRENT SCHOOL.

- Your child's current school will then complete **SECTION B** of the form and return the form to Sefton Local Authority In Year Admissions Team. This should be done within 5 school days of the school receiving the form.
- As soon as the In Year Admissions Team receives the application from your child's current school you will receive an automatic email acknowledgment. If you have not received an e-mail within 10 days you may want to contact the current school to enquire if they have returned the transfer form to Sefton.
- The request for transfer will then be considered under either a **standard School 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 application does not fall in to any of the Fair Access Categories (see page 14) and there is a place available, the request will be processed and the receiving school will be asked to admit the child. Please refer to the flowchart on page 9 for further information. You will be contacted directly by the new school 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. This is because the school will contact you to discuss admission arrangements and they cannot do so whilst schools are closed.**
- 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 whilst the transfer request is being processed.**



Appeals and Waiting Lists

Appeals

If you cannot be offered a place at a school you have named as the highest preference on your application form because the school is full, you have the right of appeal to an Independent Appeal 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 go to the Admission Appeals webpage on the Sefton website:

<https://www.sefton.gov.uk/schools-learning/school-admissions/school-admission-appeals.aspx>

Waiting lists

- The In Year Admissions Team holds waiting lists for all Sefton schools.
- If the Local Authority cannot 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 in which you apply. (**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 **MUST** contact the School Admissions Team **before the end of the Summer Term in July**, 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.



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 or an individual school may request that an application for a school place is referred to the appropriate Fair Access Panel, if it meets the requirements contained within the Protocol.

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);
- 13) Year 10 and 11 children requesting a school to school transfer (further info on next page).

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

Sefton Schools 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. 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 meet on a regular basis, approximately once per month (during term time only).

The compositions of the two panels are as follows:

- Headteacher as Panel Chair - rotating
- Headteachers/Deputy or Assistant Headteachers representing North, Central, and South Sefton schools. This will include representatives from a range of schools across Sefton e.g. Community, Academy & Voluntary Aided schools.
- Representative from Sefton Pupil Referral Unit
- Representative from Special Educational Needs & Disability Service
- Representative from Educational Psychology Service
- Locality Team Manager/Senior Officer from the Local Authority
- Administration Officer
- Other Officers/Professionals where necessary



Fair Access Outcomes

Decisions will be communicated to all applicants in writing. The Local Authority will **aim** to do this within 10 school days of the panel's decision. The outcome of the Fair Access Panel meetings for applicants would be:

- 1) Offer admission to a preferred school;
- 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

Primary Schools	Secondary Schools
<i>Sefton has 75 Primary Schools in total</i>	<i>Sefton has 18 Secondary Schools in total</i>
30 Community Primary Schools	1 Community High School
7 Academies	12 Academies
33 Voluntary Aided Faith Primary Schools	5 Voluntary Aided Faith High Schools
5 Voluntary Controlled Faith Primary Schools	

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

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

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



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.

