

Now take this form to your child's present school (if applicable).
The school must complete this to allow your application to be processed.

Part 2: To be completed by your child's present school

Note to school: It is essential that all sections of this application are completed and returned to the address on page 7, or emailed to the address on page 10, within three school days.

Child's name:

School name:

Can you confirm that the information about the applicant is correct? Yes No

If no, please supply supporting evidence.

1. Please give any available information about the circumstances which have led to the parent's request.

2. Do you believe that a change of school would be in the best educational and social interests of the child? Yes No

3. Do you consider that this child is "Hard to Place" as set down in the Sandwell Fair Access Protocol? Yes No

(If yes, please complete question 5 below.)

4. Does the pupil have an EHCP? Yes No

a) Is the pupil on the SEN Stage Code of Practice for behaviour? Yes No

b) Is the pupil on the SEN Stage Code of Practice for learning? Yes No

5. For pupils designated as "Hard to Place" please attach the following (if applicable):

a) Pupil incident log (including details of all fixed term exclusions in the last 12 months)

b) IEP

c) PSP

d) BSP

e) Home/School Agreement

f) Risk Assessment

g) Attendance print-out (please include print-out for last full academic year as well as current year)

h) Details of other strategies used

6. Intervention by other agencies.

Please give details of any intervention by the following agencies:

Agency	Details (please include contact details if applicable)	Additional papers (✓) attached <i>(please list)</i>
Inclusion Support EP BST SENAT L		
CAMHS		
Social Care		
YOT		
EWS		
LACE		
Other (Please give details)		

7. Academic achievement/SATs Results

Subject	Grade/SATs Level

Important

Please complete the tick box (✓) to ensure you have sent all necessary documents in relation to:

Child's name:

Documents Attached/Required	(✓)
Attendance Record	<input type="checkbox"/>
IEP	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>
BSP	<input type="checkbox"/>
Attainment Levels	<input type="checkbox"/>

I confirm this is an accurate account of the child stated above.

Signature:

Position:

Date:

Privacy notice

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

Thank you for your cooperation

To enable the local authority to process this request without delay, please return by first class post to the address on page 6 or email to:

midyear_admissions@sandwell.gov.uk

The data entered onto this form can be used by the council for the purpose of verifying electoral registration details.