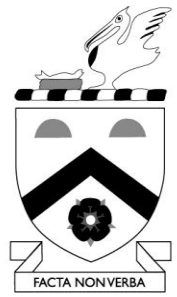


FRED LONGWORTH HIGH SCHOOL



Belonging, Engaging, Succeeding Together

Secondary School In-Year Transfer Form Guidance Notes

There are two parts to this application.

Part 1 must be completed by the parent/carer.

Part 2 should be completed by the Headteacher of your child's current school.

You must ensure your child continues to attend their current school whilst your application is being considered, however it is recognised that for families who have moved from out of district this may not always be possible. You must in all circumstances inform the Headteacher at their current/previous school of the arrangements you are making. They will need to fill in part 2 of the application form before you can submit your application.

Please return part 2 of the completed form to:

In-Year Admissions

Fred Longworth High School

Printshop Lane

Tyldesley

Manchester

M29 8JN

Or

Via email: admissions@flhs.wigan.sch.uk

Part 2

Pages 7 to 10 of this form must be completed and signed by the Headteacher or Principal of the school that your child currently attends or attended. Once completed it must be returned to Fred Longworth High School together with part 1 of this form. We will not proceed with any admission until this information is received.

Parent/carers must not complete this section

For school to complete:

Once this form has been completed and signed by the Headteacher, the parent will submit the form to the requesting school. The school must send the relevant documents listed below to:

admissions@flhs.wigan.sch.uk

Schools must also share this information with parents on request.

1. Attendance information
2. Behaviour conduct log
3. Fixed term suspension record
4. Educational Health Care Plan (if applicable)
5. Copy of last school report

Please answer all questions fully and indicate 'not applicable' where appropriate.

Childs surname:

Childs forename:

Year group:

Current school:

UPN:

School requesting: **Fred Longworth High School**

Name of parent/carer:

Address:

Telephone number:

Email:

Ethnicity:

Language spoken:

Academic attainment information for child

Key Stage Assessments

	Key Stage 2 SATS	Key Stage 3 CATS / Other
English		
Mathematics		
Science		

Curriculum Options

Please detail which GCSE/NVQ options the pupil is taking.

Subject	Qualification GCSE/NVQ/BTEC and predicted grade	Exam Board e.g., AQA	Subject	Qualification GCSE/NVQ/BTEC and predicted grade	Exam Board e.g., AQA

Please give details of any college course or work experience placement the child is attending or any alternative education which has been agreed (including contact names):

Special Educational Needs and Medical information

EHCP status

Date of last EHCP meeting:

Date of last review:

Are you aware of additional needs in any of these areas?

Please indicate and comment

Hearing Yes / No

Vision Yes / No

Speech and language Yes / No

Specific learning difficulties Yes / No

Autistic Spectrum Disorder Yes / No

Attention Deficit Hyperactivity Disorder Yes / No

Other (please specify)

Support Services Involvement

Please indicate and give the contact name and dates of intervention(s) Targeted Education Support Service (TESS)

Child and Adolescent Mental Health Services (CAMHS)

Education Psychology Service (EPS)

Targeted Youth Support Service (TYSS)

Attendance Services

Start Well

Social Care

Special Educational Needs and Disability Service (SENDS)Speech and Language Team (SALT)

Occupational Therapy (OT)

Virtual School Team (VST)

Special Educational Needs and Disability Information Advice and Support Service (SENDIASS)

Paediatrician

Alternative provision

EMAS

Learning profile

Most recent progress data and any additional profiling (Please attach)

Behaviour profile

How does the child behave in school?

Does the child exhibit any inappropriate behaviour in school? If yes, please comment Yes / No

What behaviour strategies has the school used? (If applicable)

Has the child had any fixed term suspensions in the last 12 months? If yes, please give the reason/s for the suspension.

Risk to self or others (please attach risk assessment if appropriate)

Emotional/Social profile

Self esteem

Ability to reflect on own behaviour.

Communication/co-operation skills

This form must only be signed by the Headteacher.

A meeting with the parent/s took place on:

Are you aware of the parent's reasons for changing school? If so please explain below:

Reason:

Headteacher:

(Headteacher) I agree with this application for transfer of school YES/NO

Headteacher Signature _____ Date _____

Name of School: