

Supporting parents whose children who leave during school Year



Make sure there is enough time between informing them of their transfer and leaving so that they can come to terms with the fact they won't be spending their time there anymore.

Although not always possible, plan enough time in between telling your child about the move to a new school and them actually leaving. This will help them with the transition. Children do usually find their own ways of managing the change and their own preferred ways of coping with it. Give your child space and privacy to come to terms with any feelings about leaving friends, teachers ... If your child feels comfortable, they are more likely to trust you and approach you for help and support.

Moving School Due to Location Change

If you are making the school in-year transfer due to a change of location, you will need to contact the local council of the new area you are moving to. Most likely, you will be asked for proof of your new address. Some of the proof you can give. Examples of proof could be a mortgage/ agreement of rent in your new property or the deeds for the property. Proof that you will be at this address before the next school term is sometimes asked for.

When completing the paperwork and adding your preferred schools, make sure to select multiple schools. Only choosing one will not increase your chances of being accepted. If not accepted into your first choice, you might be successful in being awarded a place at your second, or third option.

Transferring School Mid-Way Through the Year

If your child IS mid-way through the year, be sure to follow the instructions of the paperwork mentioned above. The application form will go through all the information necessary to find a place.

The application should be straight -forward. However, if you have any difficulties, contact your local council (who issue the documents) as soon as possible.

Once the application is complete, you could arrange a discussion with the new school to enquire about starting dates. Typically, it will be by the start of the new term, but it is somewhat dependent on the headteacher's opinion.

Transferring a Child with Special Education Needs

For a child with special educational needs or disabilities (SEND) it can be a bigger challenge. A transition from another school can be even more unsettling.

A high number of children with SEND are educated in mainstream schools. However, you may find that a transfer to a school that specialises in teaching children with disabilities is something you would like to explore.

Every school WILL have a special educational needs policy available for parents to read. These policies will outline their approach to teaching SEND children.

If your child has EHCP, you will not go through the usual admissions process when transferring. Instead your case will be dealt with separately, being asked to fill in a form with your school of preference.

For most cases of children with special educational needs or disabilities, your application in transferring will be prioritised.

What are the Admission Criteria When Applying to a New School?

When looking to transfer schools, there are some criteria that might need to be met before filling in your application.

All schools have an admission criterion; however, some may be stricter than others. Information on your school's criteria can be provided by your local council, but there are general admission criteria that most schools go by.

For example, priority may be given to children who:

- Live close to the school.
- Have siblings or family members already at the school.
- Whose parents work at the school (for two years minimum).
- Children from a service family (armed forces).
- *Are in care, looked after by someone else, or has been in care in the past, the school is required to take this into consideration by giving them top priority.*

The school catchment area may also apply in particular places. This is where your child must live within a particular radius of the school, and be local to the area in order to attend.

Also, if your child is out of school and has no place during transferral, you can be added to a waiting list for any school.

How Can You Appeal a Rejection from a School?

Once you have sent your letter to the school of your choice and the admissions process is completed, the school must then write to parents to offer or refuse their child a place. Sometimes, your place can be rejected, but if a school is to reject you, they must state a clear reason as to why.

As well as stating their reasons for their decision, they must deliver you all information about appealing a rejection. This information includes information about your rights, the contact details for appealing and the deadline that you can appeal by. Once all this information is stated, it must also be made clear that if you wish to take your appeal further, you need to have this down in writing through a short document or letter.

For the appeal, you will be issued a date for the hearing at least ten days in advance. If you are working with rejections from multiple different schools, you must appeal each of the rejections separately. Even if you have already accepted a place elsewhere, you can still appeal for another school without losing your child's current place.