

**Infant to Junior School Transfer Form**

**Academic Year 2020-2021**

You should complete and return this application by

**15 January 2020**

**Important Notes**

Do you know that you can apply online using the Council’s ON LINE SYSTEM [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) This will enable an automatic receipt to be issued to you.

* You are advised to refer to the Information for Parents Booklet/Prospectus prior to completing this application form. You may view this at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)
* You are advised to obtain and read a copy of each School/Academy’s Admission Policy
* Please return this form by the closing date of **15 January** **2020** to the STOKE-ON-TRENT school you have named as your first preference in Section 2**.** (**Please ask for a receipt as proof of application**)
* If you move address before **16 April 2020**, you **must** contact The Admissions and Transport Team to inform them of your new address - Proof of address **WILL** be required. By post to: **The Admissions and Transport Team, Children and Family Services, Ground Floor, Swann House, Boothen Road, Stoke-on-Trent, ST4 4SY,** or by email to admissions@stoke.gov.uk

Is this child in the care of a local authority? Yes: No:

**If yes, the person with Parental Responsibility must complete this form.**

**Section 1 – Child’s Details**

 / /

(Print Name)

Child’s First Name: Date of Birth:

(Print Name)

Child’s Surname: Male: Female: (Please Tick)

Child’s Current School:

**Do you have parental responsibility for this child?**

Yes: No:

Parent/Guardian: (Print Name) Mr/Mrs/Miss/Ms (Please Circle)

Relationship to child

Parent/Guardian: (Print Name) Mr/Mrs/Miss/Ms (Please Circle)

Relationship to child:

Full Postal Address:

Stoke-on-Trent

Postcode:

**NB: it is your responsibility to advise The Admissions and Transport Team immediately if these details change. Please email** **admissions@stoke.gov.uk**

Phone Number: (Mobile) (Home/Work)

E-mail address:

Has your child previously been in the care of a local authority

but has now been adopted? **If yes, please attach evidence**

Yes: No:

######  Yes: No:

Does this child have an Educational Health and Care Plan or Statement of Special Educational Needs?

**Section 2 – PREFERRED SCHOOL**

I would like to apply for a place at **Grove Junior School** for my child for entry into Year 3, September 2020.

***You may not wish for your child to transfer to Grove Junior School in September 2020. If so, you can apply for a different primary school at the end of June 2020. You will need another application form for this. If you have any queries regarding this process, please call the Admissions Team on 234598.***

**Reasons for preference - Including Medical/Social (evidence MUST be attached). Any evidence sent separately from this form must be sent by registered post or e-mail. Proof of posting is not proof of receipt.**

**Section 3 – Elder Brother or Sister**

If your child has an elder brother or sister already at one of your preferred Schools/Academies, who will still be in attendance in September 2020, please give details below:

**Name of Elder Brother or Sister School**  **Date of Birth**  **Current Year**

 / /

 / /

**Section 4 – Declaration and Signature of Parent/Guardian**

**Parent/Guardian Declaration –** This application should only be signed by someone with parental responsibility for this child. Applications cannot be processed without an appropriate signature.

I declare that all the information I have provided is true. I understand that if a place is offered on the basis of a fraudulent or intentionally misleading application from Parent/Guardian, the offered place will be withdrawn.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

At Stoke-on-Trent City Council we take your privacy seriously and will only use your personal information to fulfil the Authority’s statutory and operational needs in relation to school admissions and for purposes required or allowed by law. Information will also be shared with North Staffordshire Primary Care Trust for the purpose of updating and maintaining school nurse records. If you have any objection to this information being shared with NSPCT, please write to:

The Admissions and Transport Team, Children and Family Services, Ground Floor, Swann House, Boothen Road, Stoke-on-Trent, ST4 4SY. Telephone: 01782 237856. You can find information about how we handle your personal information by visiting [www.stoke.gov.uk/dataprotection](http://www.stoke.gov.uk/dataprotection). You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud. We may share this information with other bodies for these purposes. We may also share this information with other departments of the council or other relevant organisations for purposes which may include enforcement.

Further information regarding the admissions process can be found on the City Council’s website

[www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)

