

## In-Year Application – Additional Information



**ROCHDALE**  
BOROUGH COUNCIL

Where a parent has applied for an in-year transfer, in order to process the application efficiently and promptly, the child's current or previous school may be requested to complete this form to provide additional information where consent is received from the parent or carer.

This information will be used in order to assist with the admission process and will help identify if the Fair Access Protocol will be required to place the child. **Please note, places are offered on the basis of the school's published oversubscription criteria and not based on the information included on this form.**

### Pupil details

First Name	
Surname	
Date of birth	
Year Group	
Address	
Does the child have any SEN provision?	
Is the child currently or has the child ever been looked after by a Local Authority?	

### Current/previous school details

Name of school or academy	
Is the pupil still on roll your school?	
Is the pupil still attending your school?	
Please state the date the pupil last attended:	
Is the pupil eligible for the Pupil Premium?	
Has the request been discussed with the parent or carer?	
If Yes, who discussed the request?	
If Yes, please state the outcome of the discussion:	

**Current/previous school details**

Is the pupil subject to a Child in Need Plan or a Child Protection Plan?	
If Yes, please state date plan started	
Has the pupil been subject to a Child in Need Plan or Child Protection Plan in the past 12 months?	
If yes, please provide dates the plan was in place	
Is the pupil living in a refuge or in other Relevant Accommodation?	
Is the pupil from the criminal justice system?	
Is the pupil currently attending alternative provision?	
Has the pupil been permanently excluded?	
Is the pupil deemed suitable for mainstream education?	
Does the pupil have any special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan)?	
Is the pupil a carer?	
Is the pupil homeless?	
Is the pupil in a formal kinship care arrangement? (Does the pupil have a child arrangements order not relating to either birth parent or a special guardianship order)	
Is the child a Gypsy, Roma, Traveller, refugee or asylum seeker?	

**Behaviour**

Does the pupil present with challenging behaviour*?  * Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment	
Has the pupil ever received any suspensions?	
If Yes, please provide details (number of suspensions, dates, number of days, reasons)	
Has the pupil ever been permanently excluded?	
If Yes, please provide the date of the permanent exclusion	
Does the pupil have a Pastoral Support Plan or Individual Education Plan in place?	

## Other agency involvement

Please state if any of the following agencies currently have involvement with this child.

Attendance and Safeguarding	
Education Psychology	
Healthy Young Minds	
Police	
Youth Offending Team	
Children's Social Care	
Early Help	
Sunrise	
Child and Adolescent Mental Health Services (CAMHS)	
#Thrive	

## Details of person completing this form

Name	
Position	
Contact Telephone Number	
Email Address	
Date completed	

## Headteacher/Principal Declaration/Countersignature

I have read and checked the information provided on this form and I declare that the information therein is an accurate representation of the child

Signed	
Email Address	
Date signed	

## Submitting this form

Once completed in full, this form should be emailed to [School.Admissions@rochdale.gov.uk](mailto:School.Admissions@rochdale.gov.uk) or alternatively you can post the form to

School Admissions Team  
Floor 4  
Number One Riverside  
Smith Street  
Rochdale  
OL16 1XU

Find out how we use your personal information at [rochdale.gov.uk/privacy](http://rochdale.gov.uk/privacy).