

APPLICATION FORM TO TRANSFER YOUR CHILD FROM COMBER GROVE PRIMARY TO ANOTHER SOUTHWARK PRIMARY SCHOOL

Please complete this form to apply for another primary school in Southwark. If you would like to apply to a school outside of Southwark you must contact the borough where the school is located to ask about the arrangements for applying to schools in their area.

Section 1: Child's details

Surname/family name					
First name		Middle name			
Date of birth		Gender		Current year group	
Home address <small>This must be the address where the child normally lives and where the child benefit is paid.</small>					
Postcode					

Section 2: Parent/carer details

Title		Full name			
Relationship to child					
Home telephone number		Mobile number			
Email					

Section 3: Children in public care/EHCP

Is the child looked after or was the child previously looked after and now adopted or subject to a residence or special guardianship order, immediately following having been looked after?	
If yes, please state the local authority with whom the child is/was in care and provide documented evidence confirming the legal status of the child	

Does your child have a statement of Special Educational Needs (SEN) or an Educational, Health and Care Plan (EHCP)? If yes, Southwark Council's SEND caseworker for your child's school can be contacted directly by telephone on 020 7525 2667 or you can email the team at sen@southwark.gov.uk	
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Section 4: School preferences

- It is important that you check the admissions criteria for the school you are applying for, to see the basis on which the school will give priority.
- You can apply for **two** Southwark schools on this form and can name voluntary aided (church), foundation, free, community or academies. You cannot apply for independent, private or special schools using this form.
- Many voluntary aided (church) schools may require you to complete a supplementary information form which must be returned directly to the school. **Please check with the school for more information.**

Tick this box, if you believe there are exceptional medical, social, religious, or educational reasons to support your preference. If you tick this box, you must complete the 'Reasons for preference' box stating why the school would best meet your child's needs and the difficulties that would be caused if your child had to attend another school. **You must also attach current supporting evidence from a relevant professional e.g. a doctor or social worker.**

*Brothers and sisters include half brothers and sisters, stepbrothers and sisters and adopted brothers and sisters who share the same home.

DETAILS OF THE SOUTHWARK SCHOOLS YOU ARE APPLYING TO			
First preference school			
Address			
Details of any brother/s and/or sister/s you are also applying for a place at this school for:			
Name		Date of birth	
Reasons for preference (optional)			
Second preference school			
Address			
Details of any brother/s and/or sister/s you are also applying for a place at this school for:			
Name		Date of birth	
Reasons for preference (optional)			

Have you applied to any other schools directly?

If yes, please state each school(s) you have applied to and when you applied.

Section 5: Checklist

	The schools I have applied for in section 4 are in Southwark.
	I have completed all the sections on this form.
	I have read carefully the admissions criteria for the school that I am applying to.
	I have enclosed supporting evidence if I am applying on exceptional medical, social, religious or educational reasons.
	I have completed the supplementary information form (only for schools that require them) and have returned it directly to the school.
	If my child has a statement of special educational needs, or an Education, Health and Care Plan I have provided the relevant information within section 3 of this form.

Section 6: Declaration of parent/carer

I certify that I have parental responsibility for the child named on this form, that the information is true to the best of my knowledge. I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the offer of the school place may be withdrawn. By ticking this box, you agree to this declaration.

Please note that by submitting this form you are deemed to have accepted the policies of each school that you have applied for.

Data protection

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

- (i) Administering the admissions process as set out in the 'Starting primary/secondary school' brochure
- (ii) Preventing fraud or other criminal offences or to ensure the safety of a child
- (iii) Administering the free school meals process and to verify entitlement

The people who may receive the information are:

- a) The current school (if any)
- b) The school to which the pupil is to be admitted
- c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process
- d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection
- e) Independent appeals panels should you decide to appeal the offer of a school place

You must return this completed form to:

- The School Office, Comber Grove Primary School, 1-3 Comber Grove, London SE5 0LQ by **WEDNESDAY, 24th APRIL 2024**

Contact details for further guidance regarding completing your form

- Email: graham.humphrey@southwark.gov.uk
- Direct line: 020 7525 4275