

Section 7

This section must be completed by a member of the Senior Leadership Team at the child's current or last school attended.

There is no requirement to complete Section 7 if you are relocating from overseas.

Notification of Request for an In Year Transfer

This section **must** be completed by **a member of the Senior Leadership Team** at the child's current school.

This section is used to help assess whether the child's application is processed through the Fair Access Protocol. Please provide as much detail as possible, bearing in mind what information you would wish to know if the situation were reversed and the application was for your school.

Please be aware that applications will not be processed without a completed Section 7 and incomplete applications will be returned.

Form completed by:

Has a discussion taken place with parent/carer to ensure that the existing school has exhausted all possibilities of the child remaining at the school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name:	Position (Senior Leadership Team):		
Tel Number:	Email address:		
Signature:	Date:		

Section 7 (must be completed by a member of the Senior Leadership Team at the current or last school attended)
Please ensure that all sections are completed fully.

Child's first name:	Child's surname:		
Date of Birth:	Year Group:		
Name of current school:	Date last attended:		
Is the child still on roll at this school?	Yes	No	please circle
Is the child in Care or Formerly in Care?	Yes	No	
Does the child have an Education, Health and Care Plan?	Yes	No	
a. Is the child subject to a Child in Need Plan or has been subject to a Child in Need Plan within the last 12 months?	Yes	No	
b. Is the child subject to a Child Protection Plan or has been subject to a Child Protection Plan within the last 12 months?	Yes	No	
c. Is the child currently residing in a refuge?	Yes	No	
d. Is the child from the criminal justice system?	Yes	No	
e. Is the child in alternative provision and needs to be reintegrated into mainstream education?	Yes	No	
f. Has the child been permanently excluded?	Yes	No	
g. Does the child have special educational needs, disabilities or medical conditions (but does not have an Education, Health and Care Plan)?	Yes	No	
h. Is the child a carer?	Yes	No	
i. Is the child homeless?	Yes	No	
j. Is the child in formal kinship care arrangements?	Yes	No	
k. Is the child part of a Gypsy, Roma, or Traveller community?	Yes	No	
l. Is the child an asylum seeker or refugee?	Yes	No	
m. Has the child been out of education for four or more weeks? This does not include circumstances where a suitable place is already allocated or has been offered to a child and has not been accepted.	Yes	No	

Attendance

This academic year % attendance % unauthorised absence

Has your attendance officer been involved? Yes No

Does the child have Challenging Behaviour? * Yes No If yes, please provide more detail in box below

*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 could tolerate. Such behaviour would be expected to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.