

Transfer Form

This form must be completed if your child is on roll at a London school already and you wish to transfer them in year to another school. Senior staff at your child's current school must complete the school's sections of the form and sign and stamp the back of the form. Please note that if this Transfer Form is not completed in full, the whole Common Application Form will not be processed.

Child's name	<input type="text"/>
Date of birth	<input type="text"/>
Current school name	<input type="text"/>
Postcode	<input type="text"/>
DfE Code	<input type="text"/>

We are asking for the following information to ensure that all avenues have been exhausted and you have liaised with relevant staff at your child's current school (e.g. classroom teacher, head of year, headteacher, board of governors) with no satisfactory outcome.

Transferring schools in-year can, for some children, have a negative impact on a child's achievement. It can take many months for a child to settle into a new school. For this reason we do not actively encourage transfers taking place where possible, and would ask parents to work with their child's existing school to try and overcome the existing issues which are driving the transfer request.

It is normally found that behaviour patterns and unfavourable associations with other types of pupil can follow a child from school to school. If, however, there is evidence that your child has been a victim of other pupil's behaviours, we advise that you obtain a statement from the headteacher to support your transfer request.

If it becomes clear from your transfer form/additional information that your child has had an unsettling school history and/or your child has attended two or more secondary schools, we may not accept a further move unless a change of address makes travel to the existing school unreasonable. If this is not the case, we urge you to work with your child and their current school to find a solution that will allow them to successfully complete their studies there.

- If the information we receive from your child's school highlights difficulties your child has faced in complying with its behaviour policies and code of conduct, the intended transfer may take a different route.
- If, from the information provided by your child's current school, it is clear that the school have looked to put a number of measures in place in order to support your child, as the school has invested so much time and effort in a child, please make every effort to continue with this process. You may find a new school is unable to resource the same level of support your school is currently offering.
- Even if a transfer is approved, your preferred school(s) may be full. If this is the case, we will write to you again once we have fully considered your application offering you the right of appeal.

You must not withdraw your child from attending a school unless you have made other arrangements for them to receive full-time education. You must inform the school in writing before your child stops attending and advise them of the new educational arrangements in place for your child. The school and/or your Local Authority are required to check that the arrangements you are making are in place and are satisfactory.

Reason for Transfer

This form will not be accepted if it has not been completed by a senior member of staff at your child's current school, then signed and stamped.

Please outline in full the reasons why you want your child to transfer to another school.

Briefly outline of what the child and parent/carer and school staff have done to address concerns/issues raised.

Child and parent/carer	School staff

Are there any further actions by either party that could help resolve the concerns/issues?

Child and parent/carer	School staff

