

A Student Transfer Form must be completed by the child's current or most recent school. The form will need to be printed and returned with a school stamp or returned directly by the school. An individual form can also be downloaded from the Enfield Council website. Failure to complete a Student Transfer Form will delay consideration of your child's application.



In-year secondary application form Academic Year 2023-2024

Complete this form if you are applying for a mainstream school place in Enfield. Completed forms must be returned by email to esas@enfield.gov.uk or posted to Enfield Schools Admission Service, Civic Centre, Silver Street, Enfield, EN1 3XA. Please note you must provide documentation to confirm your child's date of birth and your home address. If sending by post please send photocopies and not original documents. *If you do not provide the documentation required, your application for a school place could be delayed.*
Do not complete this form if your child has an Education, Health and Care Plan (EHCP), you will need to contact the SEN Team for advice.

1 Child's details

Surname _____	First Name _____	
Date of birth _____	Gender - male <input type="checkbox"/> female <input type="checkbox"/>	Year group _____
Permanent home address _____		Postcode _____
How long has the child lived at this address _____ years _____ months		
<i>This must be the address where the child normally lives. If parents share custody please attach full details to the application</i>		

2 Parents'/carers' details

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Initial _____	Surname _____
Relationship to child Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Other (please state) _____
Home tel no _____	Mobile tel no _____	
Email address _____		
Do you have parental responsibility yes <input type="checkbox"/> no <input type="checkbox"/> *		
*If no please give details below of the person with parental responsibility and confirm that they have given their agreement to the application being made (full details of this area is given in the notes for guidance): _____		
Is the child living with you under a private fostering arrangements? yes <input type="checkbox"/> no <input type="checkbox"/>		
<small>(This is where a child under the age of 16 (or 18 if disabled) lives for 28 days or more with an adult who is not a close relative, ie not a parent, grandparent, sibling, aunt or uncle of stepparent)</small>		

3 Child's education history

Is your child currently attending a school? **yes** **no**

Name and address of current or last school/s and dates attended:

Enfield Council may inform your child's current school that you have requested a transfer to seek further information to help the transfer process. Your child should continue to attend their current school until a start date has been confirmed by the new school.

Is your child electively home educated currently? **yes** **no**

4 Children in public care or adopted children who were previously in public care prior to their adoption

Please complete this section if the child is:

- in the care of the local authority – please provide a letter from the child's social worker to confirm this status
- subject to a residence or special guardianship order – please supply a copy of that order
- the child was in public care but ceased to be so because they were adopted – please supply a copy of the adoption order. (This does not include children who were adopted without having been previously looked after by a local authority)

5 Children who newly arrived in the UK

Date of arrival in the UK _____

Country child arrived from _____

Country of origin if different _____

Does the child speak English **yes** **no**

If no, what is your child's first language _____

On a scale of 1 – 10 how would you describe your child's level of English (1 being very little and 10 being fluent)

Please tick: 1 2 3 4 5 6 7 8 9 10

6. Reasons for transfer (please give details if you are transferring from another school)

7 School preferences in the borough of Enfield

Please write the names of the schools you wish to apply for in Enfield. You must list the schools in the order you prefer them. You may wish to give reasons for your preference for these schools, ie if your child has a medical condition which requires them to attend a particular school. Information to support this must be provided at the time the application is submitted. If a parent works are one of the schools requested please state this is the reason for preference box. **You must apply directly to Ark John Keats Academy and Heron Hall Academy. Please do not list them on this form.**

Full name and address of school	Name and date of birth of any brother or sister already attending	Reason for preference
1 st Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons:
	Surname	
	Date of birth	
2 nd Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons:
	Surname	
	Date of birth	
3 rd Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons:
	Surname	
	Date of birth	
4 th Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons:
	Surname	
	Date of birth	
5 th Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons
	Surname	
	Date of birth	
6 th Preference	First Name	<input type="checkbox"/> Tick box if medical information is attached Other reasons
	Surname	
	Date of birth	

8 Declaration and signature of parent/carer

I confirm that I have parental responsibility for this child and the information given is true to the best of my knowledge and belief. I understand that false or deliberately misleading information given on this form or in supporting information may render this application invalid and any place offered may be withdrawn, even if the child has started school.

Note: If you knowingly give false information in order to obtain a particular school place your actions will be investigated with a view to civil or criminal proceedings being taken against you under the Fraud Act 2006 or any other relevant enactment.

Parent/carer signature _____ Date _____

Data collection notice: Data Protection Act 2018. In accordance with the Data Protection Act 1998, the information you have provided to Enfield Council will be used to assist with your child's admission to school. The Council has a legal obligation to protect public funds. We may, therefore, share the information you have provided with other departments in the authority and with other similar bodies, for the detection and prevention of fraud.

Important Information

Checklist:

Before returning this form, please ensure that you have:

- Attached completed School Transfer Form by the child's current or most recent school, form includes school stamp or school will be sending it directly to School Admissions.**
- Attach documentation to confirm both your child's date of birth and your address. Documents to confirm your address include council tax bill, rental agreement or recent utility bill. **If this information is not returned there will be a delay in your application being processed. Please send photocopies**
- Enclosed supporting information where appropriate if you want your child considered under the medical criterion. If this information is not provided it will not be possible to consider your child under this criterion.
- Enclosed school report. When a child is transferring from another secondary school, we will request a report from their previous school. This helps the new school to know about their interests, strengths and any areas they may need support with. If you have a copy of your child's last school report please attach a photocopy to their application.
- Voluntary Aided (faith schools) often require a supplementary form be completed. Please refer to the schools website and if necessary complete the form and return these directly to the schools concerned.
- If you wish to apply for a school in another borough you will need to contact that borough directly for information about their admission arrangements.

The notes for guidance which accompany this form should be read fully. These also include details of all the schools in Enfield that offer places to children who are of primary age.

If you have requested places at an own authority school or out borough school these will not be processed, you will need to contact these schools directly.

Please return the completed form to:

Enfield Schools Admission Service, D Block, Civic Centre, Silver Street, Enfield EN1 3XA

Please refer to the notes for guidance when completing the application form.

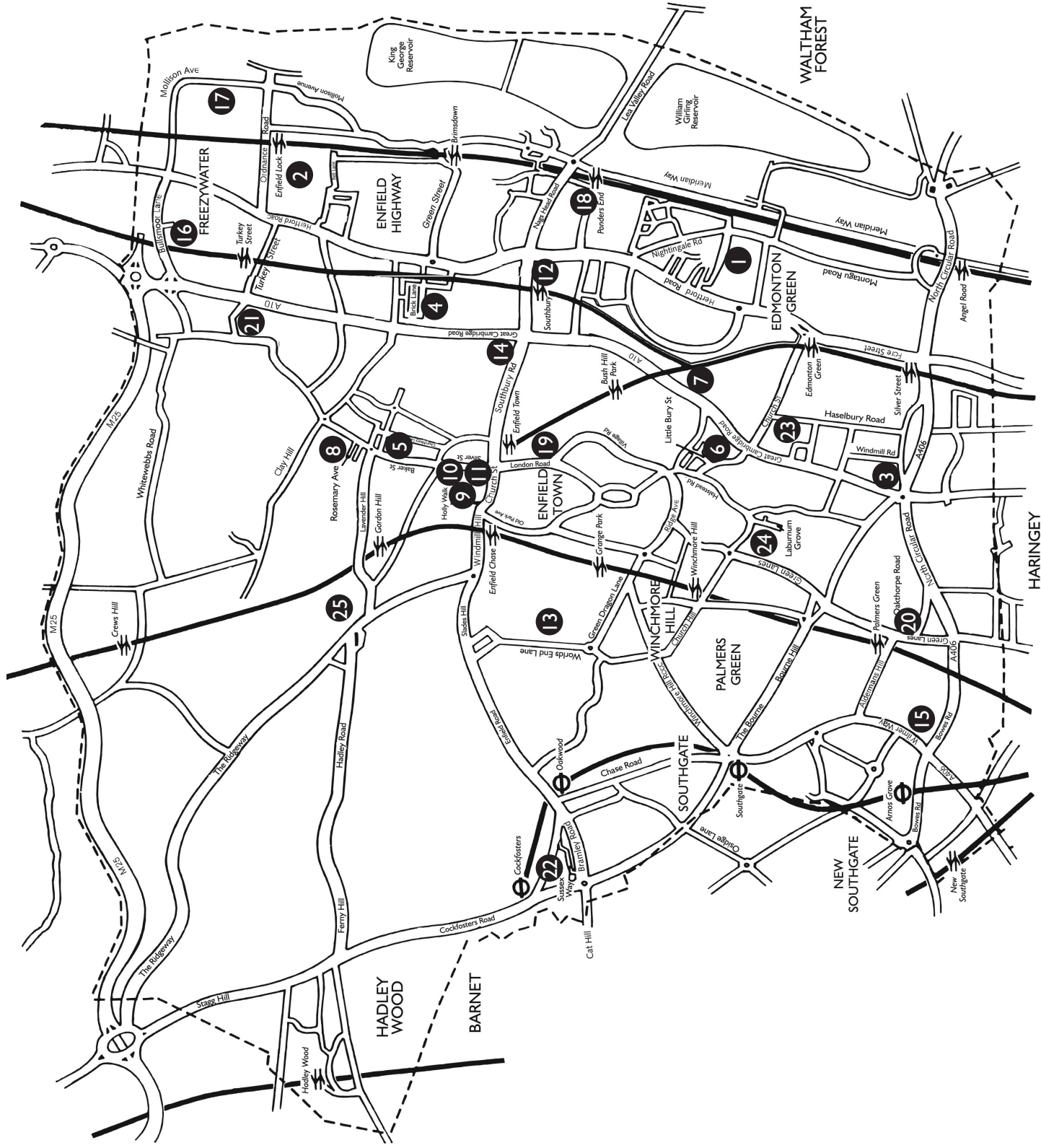
A full list of the names and addresses of the schools in Enfield are available on the council website www.enfield.gov.uk/admissions.

Secondary Schools in Enfield

**ENFIELD
SCHOOLS
ADMISSION
SERVICE**

KEY

1. AIM North London
2. ARK John Keats Academy
3. Aylward Academy
4. Bishop Stopford's School
5. Chace Community School
6. Edmonoton County – Bury Campus
7. Edmonoton County – Cambridge Campus
8. Enfield County – Lower School
9. Enfield County – Upper School
10. Enfield Grammar – Lower School
11. Enfield Grammar – Upper School
12. Heron Hall Academy
13. Highlands School
14. Kingsmead School
15. Laurel Park School
16. Lea Valley Academy
17. Oasis Academy Enfield
18. Oasis Academy Hadley
19. St. Anne's – Lower School
20. St. Anne's – Upper School
21. St. Ignatius College
22. Southgate School
23. The Latorymer School
24. Winchmore School
25. Wren Academy Enfield



ENFIELD
Council