

### How do I find a new school?

The online schools directory, available on our website, provides details of all Northamptonshire schools close to your home address, including details on age ranges, links to Ofsted reports, admission criteria etc.

It is important that you arrange visits to the schools that you are considering transferring your child to. Remember every child's needs are different so a school which may be suitable for your friend's children may not offer the support your child requires.

You should contact the headteacher of the school to arrange a preliminary visit and to obtain a copy of the school prospectus.

### How long will it take?

The length of time it takes to process an application varies in each individual case. On average it can take up to 10 - 15 school days to allocate a school place to children who are without a school place and a further 5 - 10 days before the child is on role.

### Further advice and information

If you require any further advice or information contact the Admissions Team.

**Email:** [admissions@northamptonshire.gov.uk](mailto:admissions@northamptonshire.gov.uk). All emails will receive an initial response within 5 working days.

**Call:** 01604 236599 - your call will be logged by our Customer Service Team and a member of the Admissions Team will call or email you back within 5 working days.

### Helpful Contact Details

**Choice Advisors** - for impartial advice and support on the admissions process. 08452415552

**SNIP** - for impartial advice and support for parents of children with Special Educational Needs 01604 636111

**Education Welfare** - please ask your current school for details of the Education Welfare Officer allocated to the school

**Family Liaison Worker** - please ask your current school for information.

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# Changing schools within Northamptonshire

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Detailed information on schools in Northamptonshire can be found at:  
[www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

School Admissions  
PO Box 216  
John Dryden House  
8-10 The Lakes  
Bedford Road  
Northampton NN4 7DD

Telephone: 01604 236599

Fax: 01604 237011

Email: [admissions@northamptonshire.gov.uk](mailto:admissions@northamptonshire.gov.uk)



## A guide for parents

## Introduction

Changing school is a substantial change for a child. It can be unsettling and may affect the progress the child is making at school. This leaflet is intended to outline some of the issues that may occur and offer some solutions whilst giving guidance on admissions rules and the transfer process.

**Before you decide to request a transfer to another school for reasons other than moving house, you should consider your options very carefully and talk through any issues with the current school.**

**A change in school may not mean that the problem is resolved.**

## Things to consider when requesting a change of school

There are many reasons why parents consider changing a child's school; moving within the county, difficulties at school or with friendship groups etc. If you are considering changing your child's school and are remaining in your local area, there are some important things you need to consider before making your final decision, including:

### • Friendships

Your child will be leaving behind friends at their current school and will have to make new friends at a new school. This may leave them feeling isolated and lonely.

### • Your child's feelings

Consider the reasons for requesting a change and how your child feels about changing school, making new friends, settling with new teachers and getting used to a new environment.

### • Curriculum

Although there is a National Curriculum that every child is expected to follow, each school delivers parts of this curriculum at different stages and times during the school year. If you transfer your child's school mid year then they may miss out or repeat part of the scheme of work at the new school.

Secondary schools may follow a different curriculum, use different examination boards or offer different option choices which could cause your child

difficulties. Transferring a child in Year 10 or 11 is particularly problematic.

### • Effect on family

What will be different at the new school and how will this help your child? Would a transfer affect others such as brothers and sisters? If you have to travel to different schools on a daily basis, will you be able to maintain this long term?

### • Transport

If you request to transfer your child to an alternative school, you will be responsible for transporting your child to and from school (including winter weather) and any costs incurred.

### • Costs

Changing school may mean buying a new uniform, extra transport costs etc.

### • Talk to your current school

Arrange a meeting with the head teacher/head of year to discuss your concerns and try to resolve issues. If you would like someone to support you please see the list of useful contacts at the end of this booklet.

### • Visit prospective schools

It is important to visit the schools you may be considering to make sure you feel your child would be happy and succeed there.

## What is the process?

If, after considering everything carefully, you still feel that you would like your child to change schools, please follow the steps below:

1. If, following discussion with the school, you still feel that a transfer is necessary, download the application form available at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or contact the Admissions Team on 01604 236599 for a paper copy.
2. Complete the form and take it to your child's current school and ask the headteacher to complete the school section of the form. This needs to be signed and stamped by the school.
3. Return the completed form to the School Admissions Team at the address stated on the form.

## What happens next?

The Admissions Team will process the application and contact the present school and other professionals where appropriate. If your form is incomplete it may be returned which could result in a delay.

We will confirm in writing whether a place is available at one of your preferred schools and if so, the date your child can start at the new school. This may not be until the beginning of the following term.

If the requested school does not have places available in the relevant year group, a right of appeal will be given. Further information will be included in the letter we send to you.

The child should remain at their current school until they have formally been offered a place at an alternative school.

## Important points to note

- Schools are unable to offer places directly. You should wait for written confirmation of the transfer from the authority before removing your child from their current school.
- All children between the ages of 5 and 16 must receive full-time education. This may be received by attending school regularly or by some other arrangement you have made with the approval of the Local Authority (LA). This is a legal duty and is your responsibility as parents/carers to ensure regular, prompt attendance. Failure to do so could result in the LA taking action against you.
- Infant class size legislation restricts class sizes to a maximum of 30 pupils by law in Reception, Year 1 and Year 2 which may cause difficulty in moving children in these year groups.
- Non-attendance at the current school will be recorded as unauthorised absence and could be referred to the Education Welfare Team for investigation. Unauthorised absence can lead to prosecution.
- Transfers must be approved by the Admission Authority before they can take place.