

**Section seven – If you have not changed address, please take this section of the form to the Head Teacher of the current school for completion.**

Dear Head Teacher,

Please complete the form below for the child below who has made an in-year application to make a school transfer.

Child's name

Please indicate if you have any concerns about this proposed move:

- Does the child have:

Any special needs?

Yes No

SEN support?

Yes No

An EHC plan?

Yes No

Any exclusions on their school record?

Yes No

- Are there any attendance-related issues?
- Attendance and absences:

Please provide the child's % attendance and % of unauthorised absences in the last 12 months

% %

Are external agencies involved with the child?

Yes No

- **Other information which may be relevant to application:**

(E.g. behavioural issues; previous schools attended in the last 2 years, if known)

Name

Position held

Signed

Date

Thank you for completing this form. Please return it to: [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk)

School Admissions Team  
Northamptonshire County Council  
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School Stamp