



COX GREEN SCHOOL IN-YEAR TRANSFER APPLICATION FORM

Highfield Lane, Maidenhead, SL6 3AX • Tel: 01628 629415

e-mail: enquiries@coxgreen.com www.coxgreen.com

Please ensure you read the Guide to In-Year Admissions before completing this application form. This guide is published online at: www.rbwm.gov.uk

Your child's details (Please fill in this form using black or blue ink and CAPITAL LETTERS)	
First name:	Middle name:
Surname:	
If your child has been known by another name please enter it here:	
Date of birth:	Gender: Male / Female
Most recent school:	
Address:	
Contact Telephone No.:	
Contact Person:	
Dates Attended:	From To
Current Address details (Your child's current address and postcode. This must be your child's current, permanent address. Any place gained by using a fraudulent address will be withdrawn)	
House No./Name:	
Street:	
Town/Village:	
County:	
Postcode:	
Contact Telephone No's (Home and Mobile):	
Email Address:	

Parent/Carer details		
Mr / Mrs / Miss / Ms (Please delete accordingly)	Initial:	Surname:
Relationship to child: Do you have legal responsibility for the child? Yes / No		
Additional details (Please tick the appropriate box below for each question)		
Does your child have a statement of Special Educational Needs or an Education, Health and Care Plan? If yes, please contact The Children and Young People Disability Service - 01628 685878	Yes	No
Is your child in the care of the Local Authority? (If yes, please attach documentary evidence)	Yes	No
Has your child been absent for a total of more than 2 weeks in the last year?	Yes *	No
Is your child privately fostered? Cared for by someone other than the parent without the involvement of the local authority	Yes	No
Has your child ever been given a fixed term exclusion from a school?	Yes *	No
Has your child ever been permanently excluded from a school?	Yes *	No
Have you had contact with an Education Welfare Officer or Social Services?	Yes *	No
* If you have ticked 'Yes' for any of the above, please provide details i.e. dates and reasons for exclusions/absences and contact details of Education Welfare Officer/Social Workers here (use and attach a separate sheet if required): 		
Transfer Details		
When are you looking to transfer your child? (asap or date):		
Are you transferring schools due to a change of address? (If yes, please provide details of your new address and your approximate move in date)	Yes	No
Are you requesting to transfer schools but not moving address? (If yes, please state your reasons for transferring schools on the next page)	Yes	No
If you are a Service/Crown Servant family due to move into the area please tick here. <input type="checkbox"/> (Please provide evidence of posting)		
Details of siblings (brother or sister – this includes half, adopted, or foster sibling) attending the school currently Name(s): Date of Birth:		

Please use the box below to note down your reasons for requesting an in-year transfer along with the reasons why you are applying for this school. Use this space to list any previous addresses and the dates of any planned move.

If you are transferring from one RBWM to another RBWM school you must discuss this transfer with your child's current Headteacher and get this form signed by them. The form will be returned if a signature is not provided.

Headteacher's Signature _____

Headteacher's Name _____

Date _____

Declaration

- I declare that I have read and understood the online 'Guide to In-Year Admissions'.
- I declare that all the information I have given on this form is correct.
- If you deliberately give false information, you must expect that we will withdraw the offer of a school place.
- Data Protection Act 2018 – The personal information collected on this form will be passed to RBWM (Achieving for Children) for the administration of school admissions. This information will only be used for the purposes of applying the relevant admissions policy. Cox Green School and RBWM may also use this data in connection with the prevention or detection of other fraud or crime.
- The School is entitled to request further information to verify the details given on this form are correct.

I enclose: (We will be unable to proceed with this application if evidence is not provided)

- Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement
- Copy of my child's birth certificate
- If moving from overseas, please provide evidence that you are entitled to remain in the UK. We would accept a copy of yours and your child's visa

Your signature:

Your full name:

Date:

Please return this completed form together with your evidence to:

The Admissions Officer
Cox Green School
Highfield Lane
Maidenhead
Berkshire
SL6 3AX

We advise that you keep a copy of the application form for your own reference.