

# In-Year Transfer Application Form

## The Windsor Boys' School



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### Your son's details

 Please fill in this form using black or blue ink and CAPITAL LETTERS

Surname:

First name:  Middle name:

If your son has been known by another name please enter it here:

Date of birth: 

Day	Month	Year
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 Academic Year for Admission:

Most recent school: 

Name:	Town:
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### Current Address details

Your son's current address and postcode - *This must be your son's current, permanent address. Any place gained by using a fraudulent address will be withdrawn.*

House name / number:	
Street:	
Town / Village:	
County:	Postcode:

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### Parent/Carer details

Mr/Mrs/Miss/Ms  Initial  Surname

Home Tel. No.  Mobile Tel. No.

Email  Relationship to Child

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## Additional details

Please tick the appropriate box below for each question

Does your child have a statement of special educational needs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child in the care of the Local Authority? <i>(If yes, please attach documentary evidence)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child been absent for a total of more than 4 weeks in the last year?	Yes	<input type="checkbox"/>	*	No <input type="checkbox"/>
Has your child ever been given a fixed term exclusion from a school?	Yes	<input type="checkbox"/>	*	No <input type="checkbox"/>
Has your child ever been permanently excluded from a school?	Yes	<input type="checkbox"/>	*	No <input type="checkbox"/>
Have you had contact with an Education Welfare Officer or Social Services?	Yes	<input type="checkbox"/>	*	No <input type="checkbox"/>

***\* 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 EWO's/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 below)*

Yes

No

If you are a Service/Crown Servant family due to move into the area please tick here. *(Please provide evidence of posting)*

Does your child have a brother (this includes half, adopted, or foster sibling) attending the school currently?

Yes

No

If you have ticked yes, please provide details below:

	Name	Date of Birth
Brother/s		

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

**(If the request is for a place in Year 10/11 - please list your son's subject choices for GCSE study).**

Please use an extra sheet if required

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## Headteacher's Signature

If you are transferring from a RBWM school you must discuss the transfer with your son's current Headteacher and get this section signed by them. Forms will be returned if a signature is not provided.

Headteacher's signature:

Print Name:

Date:

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## Declaration

- I declare that I have read and understood the Admissions Policy on the school website:
- [www.twbs.co.uk](http://www.twbs.co.uk)
- 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 1998:
  - The personal information collected on this form will be passed to RBWM for the administration of school admissions.
  - This information will only be used for the purposes of applying the relevant admissions policy.
  - We 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:

a) **Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (*if I have never supplied proof previously to this school*)**

*Forms will be returned if evidence is not provided*

b) **Evidence that I have completed the sale, or ceased rental, of my previous property (*if I have moved address and my previous address was within commutable distance of this school*)**

c) **Any Supplementary Information Form (SIF) required by the school**

Your signature:

Your full name:

Date:

Day	Month	Year
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***Please send your completed form to:***

Mr G C Henderson  
Headteacher  
The Windsor Boys' School  
Windsor  
Berkshire SL4 5EH

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

If you require any assistance with completing this form please either call the school for advice.