

FOR OFFICE USE ONLY	DATE
Copy passed to School Admissions	

Application for a Change of School (In-Year) 2025-2026

Please complete one application form per child. Failure to complete all sections of this form may delay your child's application.

Section 1 To be completed by parent/carers

IMPORTANT: YOUR CHILD'S BIRTH CERTIFICATE OR PASSPORT AND PROOF OF YOUR HOME ADDRESS MUST BE SUPPLIED WITH THIS FORM AND BOTH DECLARATIONS NEED TO BE SIGNED IN SECTION 3 AND SECTION 4

Acceptable proof includes: a copy of your council tax, gas or electricity bill (within last 6 months) child benefit or family tax credit letter. (please note tenancy agreements are not an acceptable form of proof) Failure to provide acceptable proof will affect your child's eligibility for a place in the school.

CHILD'S DETAILS

Child's Name:		
Date of Birth:		
Current Year Group:		
Gender:	MALE	FEMALE
First language		

HOME ADDRESS

POSTCODE:	

School You Wish to Apply For	Details of siblings attending preferred school(s)	Reason for Preference
FAIRFAX SCHOOL	Name: Date of Birth:	

Section 2 To be completed by parent/carers

Why do you want to transfer your child to another school?

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Current/previous school:		
Address of school:		
Is your child still attending?	YES	NO
If no, give reason and the last date your child attended:		
Is your child in public care or accommodated by a local authority (a looked after child)		
YES		NO
If yes, which local authority?		
Please give the name of the social worker and a contact telephone number:		
Name:	Telephone:	

In Birmingham we operate a Fair Access Protocol. This Protocol exists to ensure that all schools admit their fair share of children with challenging behaviour. In order to assist the Admissions Authority in determining if your child should be considered for a place using this protocol please could you answer the following questions?

Has your child ever been excluded or had a managed move from any school? YES / NO
If yes, please give dates of fixed term and/or permanent exclusions and/or managed move:

Are there any other agencies involved with your child? YES / NO
If yes, please provide details and any difficulties your child is experiencing:

Please provide any other information that is relevant to this application here:

Section 3**To be completed by parent/carer****DECLARATION AND CONSENT TO SHARE INFORMATION**

The information provided on this application form may be shared with other agencies and service providers to ensure that your child receives an appropriate service. The full Data Protection statement can be found in the parents' information booklets online at www.birmingham.gov.uk/schooladmissions

If a parent/carer knowingly and willingly provides a false statement which would affect the success of this application they may have the school place withdrawn.

I certify that the information I have provided is correct and that I am aware that giving false information may result in any offer of a school place being withdrawn.

I give my consent for the school admissions and pupil placements service to contact relevant agencies in order to validate this application.

Title: e.g. Mr/Mrs/Ms/Miss:

Full Name (Please Print):

Email Address:

Home telephone number

Work telephone number

Mobile telephone number

Relationship to child: Mother ☐ Father ☐ Family member (live in same household) ☐

Step-parent ☐ Relative ☐ Social Worker ☐ Foster Parent ☐ Other (Please give details) ☐

Signature of parent or carer:

Date:

Section 4	To be completed by Headteacher/Principal of your child's current or most recent school (required when the student is moving from a UK maintained school). The application could be delayed if this section is incomplete.
I confirm that the information provided by the applicant on this application is correct: ☐ Yes ☐ No (please tick)	
Name of person completing this declaration:	
Position:	
Signature:	
Additional Needs (Behaviour, Learning, Access): Please provide details, including any support school currently provides/adjustments that school has in place for the student (e.g., EHCP, IEP or PSP) _____ _____	
Attendance (%)_____	
Authorised absence figure (%)_____	
Unauthorised absence figure (%)_____	
Is the student supported by other agencies? (e.g., is there a current previous CAF, CAMH, or Social Work professional involvement etc. _____ _____	
Please provide any additional information here:	

IMPORTANT: Note to Parent/Carers:

If your preferred school is unable to offer your child a place, please contact staff in School Admissions on 0121 303 1888 (Option 4) who will be pleased to offer advice and guidance on what to do next.

Contact Fairfax on 0121 378 1288