



**Bowes Internal Transfer Form**

I would like to request a transfer for my child/children to move from the Bowes Southgate Green site to the Bowes New Southgate site. The details of my child/children are listed below.

Name of Child:	
Current Class:	
Date:	

If the above child has siblings who you would like to request a transfer for, please also complete their details below:

Name of sibling 1	
Current Class	
Name of sibling 2	
Current Class	
Name of sibling 3	
Current Class	
Name of sibling 4	
Current Class	

**I have read and understood the transfer criteria on the following page.**

Signed:	
Print Name:	
Contact Number:	
Contact Email:	

## **Aims and Scope**

The Board of Trustees of the Enfield Learning Trust (ELT) is responsible for the admission of pupils into its schools. It will do so in accordance with the Department for Education's School Admission Code and School Admission Appeals Code and participate in Enfield Local Authority's co-ordination of admissions processes and its Fair Access Protocol.

This document provides guidance on how to apply for In-Year places at any time, between schools that are on split sites and how to apply.

## **Admission Criteria (Moving Between Split Sites of Bowes Primary School)**

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Education Needs, the following criteria are used to decide which children should be offered places when there are more children wanting to go to a school than there are places available.

- a) Children in public care (looked after children) and children who were adopted, or subject to residence orders or special guardianship orders immediately following having been looked after. This does not include children who were adopted or fostered without having been previously looked after;
- b) Children for whom a particular site is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the site requested;
- c) Children with a brother or sister who are attending the site required. The children concerned must be living at the same address;
- d) Children whose parent is a member of staff who has been employed at the school concerned for two or more years at the time of application and/ or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage;
- e) Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school from the original admission point. These calculations are done by the LA admissions service according to a standard formula. (Travel by private car or public transport is not considered).

## **Waiting Lists**

Unsuccessful applicants may be offered the opportunity to be placed on a waiting list. This list will be maintained by the school, in an order determined by the admission criteria set out above and not in the order in which applications were received or added to the list. Unsuccessful applicants will be consulted at intervals on whether they wish to remain on the waiting list, which will be maintained until the end of the academic year in question.

## **How To Apply**

Applications should be made directly to the school by completing an internal transfer request form.