

A Student Transfer Form must be completed by the child's current or most recent school. The form will need to be printed and returned with a school stamp or returned directly by the school. An individual form can also be downloaded from the Enfield Council website. Failure to complete a Student Transfer Form will delay consideration of your child's application. Please remember to fill out part 1 of the in-year application.



Student Transfer Form – Part 2 of the in-year application

1. Child's details

Name:

DOB:

UPN:

2. Current school information

If the child has been taken off your school roll please give the reason for leaving and the date removed from your roll.

Date on roll:

Date removed from roll:

3. Were you aware that the parent or carer has requested to transfer their child to another school?

Yes No

If yes please confirm that you have discussed this transfer request with the parent and the reason given for the request.

Give details of what support the school has given to the child/parent to resolve any problems this child is experiencing at your school.

4. Attendance rate for the last three terms:

Autumn term % Summer term % Spring term %

5. Student's punctuality

(a) good

(b) cause for concern

If (b) explain what action has been taken:

6. Additional education needs

SEN/AEN Register

Yes

No

School Action (SA)

Yes

No

School Action Plus

Yes

No

EHCP

Yes

No

7. Agencies involved with the child

Please indicate whether any of the following agencies are involved with the child

Agency	Contact name and telephone number
<input type="checkbox"/> Behaviour Support/PRU	
<input type="checkbox"/> Child and Adolescent, Mental Health (CAMHS)	
<input type="checkbox"/> Counselling	
<input type="checkbox"/> Education Psychology	
<input type="checkbox"/> Attendance Inclusion and Welfare	
<input type="checkbox"/> Youth Offending Service (YOS)	
<input type="checkbox"/> CiN or CP plan – current or within last 12 months	

Please provide further details of any interventions if indicated above

8. Behaviour record

Please confirm that a record of the child's behaviour log has been provided Yes No

Has the child had any internal or external suspensions? No

Yes If yes please provide details

Has the child been permanently excluded from this or any previous school? Yes No

If yes please provide details

Please include the total number behaviour points: Pos Neg

School average Pos Neg

Name		School Stamp
Position within school		
Name of school		
Telephone number		