

Offset request for children who are applying for transfer for in-year

This form is to be completed by parents and carers who wish their child to be offset and be taught in a year group outside of their chronological age group.

Do **not** use this form to:

- Apply for a school place – to apply visit www.newcastle.gov.uk and follow the links

Before submitting this form make sure you:

- Have read the offset information on the website;
- Understand an in-year application may be delayed if you are requesting an offset at the school;
- Have provided all the evidence needed;
- Know that even if an offset is agreed, it does not mean you will be offered a place at one of these schools.

Schools must consider:

- Parent's views;
- Information about the child's academic, social, emotional development;
- Medical history (where relevant);
- The view of the headteacher of the school.

Different schools may make different decisions and there is no right of appeal for an offset.

If you require any information, advice or support with the offset or transfer or in-year process:

- See our website: www.newcastle.gov.uk
- Email us: admissions.information@newcastle.gov.uk
- Phone us: 0191 278 7878
(ask for School Admissions, lines open 9.00 to 14.30)

Please complete all the following pages in as much details as possible

Section 1 – Your child’s details		
Child’s legal surname:	Child’s legal forename:	
Date of birth:	My child is (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>	
Child’s home address:		Postcode:
Child’s current, or most recent, school:		
Is your child still attending?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Which school year is your child currently being taught in?		
Which school you do you want them to be considered for? (If transfer, state the year group and the September start date you would like your child to start)		
Does your child have an Education, Health and Care Plan? Please attach a copy to your form		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child looked after (LAC) or were they previously looked after until adopted or made subject to a child arrangements or special guardianship order?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 2 – Your details		
Title (Mr, Mrs, Miss etc.)	Surname	First name
Telephone number:	Email address:	
What is your relationship to the child (for example mother, father)		
Do you have parental responsibility for the child?		Yes <input type="checkbox"/> No <input type="checkbox"/>
We will only discuss this application with you, but if you want us to share information with other people, including support worker, you can provide the name of another person.		
Title	First name	Surname

Is this person a:	Family member	<input type="checkbox"/>
	Support worker	<input type="checkbox"/>
	Friend	<input type="checkbox"/>
If support worker, which organisation do they work for?		

Section 3 – School preferences

Please list the schools you would like to consider your request. These are not in preference order and you can request up to six schools in case some do not agree your offset request.

School 1

School 2

School 3

School 4

School 5

School 6

Section 4 – Supporting evidence

Have you sought the advice of your child’s current school in respect of this request?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If yes, name and position

Please attach most recent reports and any other supporting information from the current school

Have you sought any other professional advice in respect of this request?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If yes, name and position

Please attach any supporting evidence or advice you have received from this person

Section 5 – Reasons for requesting an offset

Use the boxes below to explain why you feel offsetting your child’s place in in their best interests

Communication and language reasons:

Personal, social and emotional reasons:

Physical reasons:

Parental declaration

- I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility.
- I confirm that the information on this form is correct and that I have read and understand the offsetting guidance.
- I understand, even if the request is agreed, this does not guarantee that my child will receive an offer of any school on this form.
- I have attached all relevant information and evidence in support of my request.
- I consent to this information and evidence being shared with the schools named on this request.

Parent or carer signature _____ Date ____/____/____

Please submit your child's application and supporting evidence by one of the following:

Email to: admissions.information@newcastle.gov.uk

You can drop the complete form off at a school who will send the form to us or hand it in at a customer service centre such as the City Library (ask for a receipt). **Please note that you cannot hand in applications or evidence at the Civic Centre.**

Data protection and security

The General Data Protection Regulation came into force on 25 May 2018. We will process your application in line with Newcastle City Council's data privacy notice. For further information on how we use and store your information or for a copy of the privacy notice, please see <https://www.newcastle.gov.uk/your-council-and-democracy/open-data-and-access-to-information/data-protection/our-data-protection-policy>