

Looked After Children – applying for a change of school

Guidance for Social Workers and Carers

Version: 3.0

Date Issue: August 2022

Team: Peoples Group, Education Services

Protective Marking: Internal

1. About this document

Children who are looked after may need to move schools because they are at the age when they need to move to the next phase of their education e.g. they are leaving primary school and starting secondary school. They may also need to move when their foster placement changes or the current school is not meeting their needs.

School is often a stable and consistent environment for looked after children. School moves need careful consideration and should be avoided wherever possible. If there is an agreement between the carer, social worker and virtual school that a school move is in the child's best interest then the procedures described in this document should be followed.

This document should be used when applying for a change of school for school-age pupils who are looked after. It describes the process for moves within Warwickshire and other Local Authorities.

It is important that this process is always followed to ensure that children have access to the best possible education and that delays are minimised.

It covers moves to and from:

- Primary schools
- Secondary schools
- Academies
- Special schools
- Free schools
- Faith schools

The guidance is for:

- Social Care Practitioners
- Foster Carers

2. Applying for a place in a Warwickshire school during the year

- 2.1. Before an application is submitted, the virtual school should be consulted about the choice of school.
- 2.2. For moves to a Warwickshire school, the social worker should support the carer to complete the school application form online at the Warwickshire Admissions website: <http://www.warwickshire.gov.uk/changingschools>
- 2.3. Once Warwickshire's Admissions Team receives the application they will liaise with Warwickshire's Virtual School. You will then receive an offer of a school place from Warwickshire's Admissions Service.

3. Applying for a place in a school outside Warwickshire

- 3.1. Before an application is submitted for a place, Warwickshire virtual school should be consulted about the choice of school. Warwickshire virtual school will liaise with the other Authority as required
- 3.2. When a suitable school has been identified, check the relevant Local Authority's arrangements for moving school during the year (see LA website or check list below).
- 3.3. The social worker should complete an application form and submit it to either the relevant Local Authority or directly to a school as advised.

4. Applying for a school transfer for a child with an Education, Health & Care Plan (EHCP)

- 4.1 Schools are identified within the child's EHCP. If a school move is required, the EHCP will need to be reviewed.
- 4.2 The relevant Authority's SEND team will determine the most appropriate provision for the child. For further information contact the virtual school.

5. Applying for a normal school transfer (e.g. moving from a primary school to a secondary school)

5.1 Planning for a normal school transfer should take place at the PEP meeting. The social worker should make an application according to the local authority's processes which will be familiar to the current school

For further information email: virtualschool@warwickshire.gov.uk

Moving to a school in another Local Authority

Local Authority (LA)	Send to LA or School?	Method of application	Website
Birmingham	School	Application form can be downloaded from Birmingham's website then returned to the preferred school directly.	https://www.birmingham.gov.uk/info/20119/school_admissions/587/in-year_school_admissions
Buckinghamshire	Dependent on school	Go to the website because, for some schools you have to apply directly to schools and for others, you need to apply to the admissions service	https://www.buckscc.gov.uk/services/education/school-admissions/changing-school-in-year/
Cambridgeshire	Dependent on school	Apply through the LA except for: <ul style="list-style-type: none"> • Crosshall Infants School • Crosshall Junior School • Chesterton Community College (apply to these schools directly). 	https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/in-year-admissions/
Coventry	Dependent on school	Apply through the LA except for: <ul style="list-style-type: none"> • Christ the King R.C. Primary School, • Our Lady of the Assumption R.C. Primary School, • St Mary and St Benedict R.C. Primary School • Sacred Heart R.C. Primary School (apply to these schools directly). 	http://www.coventry.gov.uk/info/148/school_admissions
Derbyshire	LA	Apply through the LA, this can be done online	https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx
Gloucestershire	School	Go to the website for an application form which needs to be returned to the school(s) you're applying for.	https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/
Herefordshire	School	Go to the website for an application form which needs to be returned to the school(s) you're applying for.	https://www.herefordshire.gov.uk/info/200144/schools_and_education
Leicester City	LA	Apply through the LA, this can be done online	https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/in-year-admissions/

Leicestershire	LA	Apply through the LA, this can be done online	https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school
Lincolnshire	LA	Apply through the LA, this can be done online	https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/moving-school/132837.article
Northamptonshire	Dependent on school	Apply through the LA, can apply online except for: <ul style="list-style-type: none"> • Bishop Stopford, • Nicholas Hawksmoor Primary School • The Radstone Primary Academy • Silverstone UTC • Woodland View Primary School (apply to these schools directly) 	https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/in-year-places/Pages/how-to-apply-for-a-school-place-outside-the-normal-transfer-times.aspx
Nottinghamshire	LA	Apply through the LA for most schools, the full list can be found online	https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school/apply
Nottingham City	School	Apply through the LA, this can be done online	https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/
Oxfordshire	LA	Apply through the LA for most schools, this can be done online. There is also a list of exceptions online	https://www.oxfordshire.gov.uk/residents/schools/starting-school/transferring-or-moving-school
Shropshire	School	Go to the website for an application form which needs to be returned to the school(s) you're applying for.	https://www.shropshire.gov.uk/school-admissions/starting-or-transferring-school/changing-your-childs-school/
Solihull	LA	Apply through the LA, the form is online	http://www.solihull.gov.uk/Resident/Schools-learning/schooladmissions/Applying-for-a-school-place-at-other-times
Staffordshire	School	Go to the website for an application form which needs to be returned to the school(s) you're applying for.	https://www.staffordshire.gov.uk/education/Admissions-primary/In-year/In-year-school-admissions.aspx
Worcestershire	Dependent on school	Apply through the LA for Community or Voluntary Controlled school(s) but directly to Academy, Foundation, Free or Voluntary Aided school(s)	http://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications