



St Bernadette's Catholic Primary School

Live the Gospel and when necessary use words

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In Year Transfers

There are many reasons why you may need to change your child's school during the school year.

The In year Application process is used for your child to change schools if you are moving into North Tyneside and need a school place for your child, or if your child is already attending a North Tyneside School and you want to apply for another school.

All applications must be made using a paper form and cannot be done online.

The Access Team will co-ordinate the transfer process on behalf of all schools in North Tyneside including Academies, Voluntary Aided and Trust Schools.

- You must fill in a separate In Year Application form for each child. Please tell us on the form if your child has school age siblings.
- You can choose up to three schools to apply for and you can apply for schools in other areas.
- If you want to apply for a place in 6th Form or a Nursery, please contact the School or Nursery directly, we do not deal with these applications.
- We can only discuss the application by phone or email with the person who makes the application. We cannot meet with you to discuss your application in person.
- If you have any queries please contact us by email at school.admissions@northtyneside.gov.uk. You can send your applications to us by post or email. The postal address and email address are on the forms. If you send us your application by post please make sure you pay the correct amount of postage.

If you are moving house or have moved house within North Tyneside, or moving into or out of North Tyneside, please fill in Form A (see below) and return to the email address or postal address on the form.

If you would like to apply for a change of school for any reason other than a house move, please complete Form B (see below) and return to the email or postal address on the form.



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If the pupil is currently attending a North Tyneside school, you must get the Headteacher of their current school to complete Section B of the application form. This means that schools will always be aware of any transfer requests. The application will not be processed unless Section B is completed.

You may choose up to three schools to apply for and you can apply for schools in other areas. If your preferences are for schools outside of North Tyneside we will contact the appropriate admission authority to enable a decision to be made about your application.

We will send the In Year Application form to the school or schools you have chosen to apply for. If your application is refused the Admission Authority will write to you informing you of this, and tell you of your right to appeal the decision to the Independent Appeals Panel.

If there are places available, the chosen school will get in touch directly with you, please note: the start date in school may not be immediate and may be at the beginning of a half term.

-  [In Year Application Form A \(Moving house only\)](#)
-  [In Year Application Form B \(Moving schools but not moving house\)](#)