

Headteacher statement from current/previous school – 2021/22



Headteachers or their representatives are asked to complete this form as part of a parent's application for applying for a school place in year. Where a child has not yet left the school, it provides schools with a useful opportunity to:

- discuss the reasons for the child leaving the school
- explore with the parent whether it might be in the child's best interests to remain at the school

Schools are asked to continue on a separate sheet if necessary.

a) Name of school completing this form			
b) Child's name		DOB	DD / MM / YYYY
c) Child's chronological year group during 2019/20			
d) Was this child being taught out of year group?		Yes / No	
e) On what date was this child put on roll at your school?		DD / MM / YYYY	
f) On what date did this child last attend your school?		DD / MM / YYYY	
g) Is this child still on roll at your school?		Yes / No	
<i>If No, on what date was the child taken off roll?</i>		DD / MM / YYYY	
<i>What were the reasons given for leaving?</i>			
h) If this child has not yet left your school, have you discussed with the parent their reasons for wishing to change school?			Yes / No
<i>If Yes, please give details of those reasons:</i>			
i) Do you believe that a change of school is in the child's best interests?			Yes / No
<i>Please provide the reasons for your answer:</i>			
j) In your view, is there any action that the school might take to prevent a change of school?			Yes / No
<i>If Yes, please give details:</i>			

k) Child's Attendance rate	2020/21 academic year: %	2021/22 academic year: %
<p><i>If beneath 85%:</i></p> <ul style="list-style-type: none"> What may have affected attendance? <ul style="list-style-type: none"> Did you make a referral/seek support from the Education Welfare service? Yes / No <p><i>If Yes, please provide details:</i></p>		
l) Does the child have any special educational needs or disability but without an EHCP?		Yes / No
<i>If Yes, what category:</i>		
m) Has this child had any exclusions whilst attending your school?		Yes / No
<i>If Yes, please provide dates and reasons below:</i>		
<i>Dates</i>	<i>Length (days)</i>	<i>Reason</i>
DD/MM/YY to DD/MM/YY		
DD/MM/YY to DD/MM/YY		
DD/MM/YY to DD/MM/YY		
n) If the parent has given 'bullying' as a reason for leaving or transferring, please give details below, including actions taken by the school in association with the family to help resolve this		
o) Have you had cause to liaise with any professionals/educational specialists regarding this child?		Yes / No
<i>If YES, please indicate the services involved and the reasons:</i>		
p) In considering this application for a school place, please provide any other comments that might be relevant to this child's school placement/level of support required		
Headteacher declaration		
I declare that this form has been completed to the best of my knowledge and belief and includes all information that is relevant to the child's application for a new school place.		
Name		School stamp
Position within school		
Name of school		
Telephone number		
Email Address		
Date	DD / MM / YYYY	

YOU SHOULD NOW PASS OR SEND THIS FORM BACK TO THE PARENT