

School Admissions – Access Team
school.admissions@northtyneside.gov.uk

In-year Transfer

Not in a North Tyneside School

Parent/Carer to complete
Section A

Return the completed form to the
LA who will process your
application to the requested
schools

In a North Tyneside School

Before requesting a transfer, the
parent/carers and school should have an
open discussion about reasons for the
transfer –

Parent to complete **Section A**

Head Teacher of current school to
complete **Section B**

Return the completed form to the
LA who will process your
application to the requested
schools

School have up to 15 school days
to respond to any application

Application Refused – A Letter will be sent
to the parent/carers giving the reasons of
the refusal and the right to Appeal the
decision

Application Accepted – School will contact
the parent/carers to arrangement admission
into school