School Admission Arrangements for 2016/17 Academic Year

Part 1 - General Information

1.1 About our School

Court Fields School converted to an academy in January 2014, sponsored by the Castle Partnership Trust. Court Fields is a medium sized secondary school in a beautiful semi-rural setting with a student population of 720 11–16 year olds. Our GCSE outcomes are well above national averages with over 25% of students achieving 3 or more A*/A at GCSE. At Court Fields every child is an individual with potential that we believe we can unlock so that students leave us confident learners and well qualified for their next steps in education, training and employment.

Our clear goals are that every student achieves, belongs and participates in the full life of our school – this is at the heart of everything we do at Court Fields. Our students are very proud of their school and are always keen to welcome prospective parents and visitors into their classrooms to experience the high quality teaching and learning that we offer. We have a strong ethos of respect, courtesy and integrity. We set high standards for ourselves and our students and actively promote resilience, independence and responsibility.

We have a rich and diverse menu of extra-curricular and outdoor educational opportunities which develop and build students social and emotional skills. Our extensive enrichment programme offers students additional educational experiences which inspire and motivate students to succeed. Our vertical tutoring and House systems ensure that every child has a strong sense of belonging and a commitment to participating.

Somerset Local Authority (LA) is responsible for coordinating all normal entry school place applications for maintained schools across Somerset. Therefore, these admission arrangements should be read in conjunction with the LA’s published coordinated admissions scheme which is available at www.somerset.gov.uk/admissions or by contacting the Admissions and Entitlement Team at Somerset County Council.

1.2 Contact Details

Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW
1.3 The Published Admission Number (PAN)

Statutory PAN applies for the year of entry (year 7) and this indicates the number of places available. In accordance with the School Admissions Code, the governors may increase these PAN from time to time without further consultation. Any change will be clearly notified on the school website and appended to these admission arrangements.

The statutory PANs set for the 2016/17 academic year are:
Year 7  172  (an admission limit of 172 applies for years 8 – 11)

1.4 Relevant Documents
(Please refer to this information before applying for a school place)

School Admission arrangements must comply with The School Admissions Code and School Admission Appeals Code published by The Department for Education [www.education.gov.uk](http://www.education.gov.uk).

Important documents published by Local Authorities are also relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their ‘home’ Local Authority (the Local Authority area in which your child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Secondary Admissions Guide
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement.

Part 2 - Over Subscription Criteria

2.1 The Special Educational Needs Code requires the governors to admit any children with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs naming Court Fields School, before the consideration of any other applications, for which the following procedure will apply:
2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the PAN or admission limit (see section 1.3) and those who should be refused. Where there are fewer applications than places available within the PAN for year 7, places will be provided for every child.

2.3 Over Subscription Criteria

1. Looked After Children and previously Looked After Children who are now formally adopted (A Looked After Child is a child who is in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions at the time of making an application to a school. Previously Looked After Children are children who were looked after but ceased to be so when they were adopted or became subject to a residence/child arrangement order or special guardianship order.)

2. Children living in the designated catchment area with a sibling attending Court Fields School at the time of application (see sections 6.7 and 6.13).

3. Children of staff employed at Court Fields School. (Children of staff at the school either where the member of staff has been employed at the school for two or more years or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.) (See section 6.6)

4. Children living in the designated catchment area at the time of application (see section 6.13).

5. Children living outside the designated catchment area with a sibling attending Court Fields School at the time of application (see sections 6.6 and 6.13).

6. Children for whom an exceptional medical or social need is demonstrated (see section 6.14).

7. Children not satisfying a higher criterion.

2.4 Tie Breaker:

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil’s home. Where two distances are equal and it is
therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

**Part 3 – Transferring School to Year 7 for the First Time**

3.1 The following information should be read in conjunction with the 2016 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority’s admissions guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority’s website or upon request to that Local Authority

3.2 Parents must submit their application form for a child to transfer from primary to secondary education in September 2016 directly to the home Local Authority, to arrive no later than 23.59 hours on 31 October 2015. Applications may be made using the ‘Common Application Form’ electronically (on line) or by completing a paper application form available from the home Local Authority.

3.2 Where appropriate, the home Local Authority will transfer application forms to the Local Authority in which area the preferred school is located. Applications received for Court Fields School will be forwarded to the Governing Body Admissions Committee whose members will rank every application according to these published admission arrangements

3.3 The governors’ ranking decisions will be notified to Somerset Local Authority in accordance with the authority’s ‘Coordinated Admissions Scheme’ timetable and the home Local Authority will then inform parents of individual decisions on 1 March 2016 by email or letter post.

**Part 4 - Admission to Any Year Group During the 2016/17 Academic Year (In-year Admission)**

Applications can be submitted at any time during the academic year, by completing the governors’ in-year application form and returning this directly to the School Office. The governors will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the school website, or a copy can be provided upon request at the school office. (See Appendix 1).

4.1 Applications will be considered by the Governors’ Admissions Committee applicants will receive a response within 10 school days. If a place is offered it will be held open for 10 school days, during which time applicants will need to
confirm acceptance of the offer and arrangements made to start attending. Where the request is for the student’s chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing (see 6.12).

4.2 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the ‘published oversubscription criteria’ in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria).

4.3 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional student might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, will be notified in writing of the reasons for refusal and about how to appeal against the governors’ decision (see Part 5 of these arrangements).

4.4 All Local Authorities are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that all children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. It is for the LA to consider whether the child should be considered under the LA’s Fair Access Protocol. Applicants are advised to read the Local Authority ‘Fair Access Protocol’ document before completing an in-year application form. This document can be downloaded and/or read on the Somerset County Council website.

Part 5 - Appeals Procedure

5.1 Parents have the legal right to appeal against the governors’ decision to refuse a place at Court Fields School, for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with the decision letter.

5.2 An appeal timetable will be published on the school website. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard.
5.3 For appeals at the normal round of admissions to Year 7 appeals will be heard within 40 school days of the deadline for lodging appeals. For the 2016-17 intake this is 12 April 2016. Where the application was not made in time for a decision to be made on 1 March 2016, appeals will be heard within 40 school days from the second deadline for lodging appeals. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

Part 6 – Important Information

6.1 Waiting Lists
The governors operate waiting lists for year groups 7 - 11. Where a child is formally refused admission to any year group, parents may request that his/her child’s name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time. It is possible that a child’s name could go down on a list as well as up, as other children may rank higher against the oversubscription criteria.

6.2 Applications for Students to be Enrolled in a Year Group other than Chronological Age
The governors will consider applications on a case by case basis for ‘retained’ or ‘accelerated’ entry in circumstances where parents would like their child to be admitted to a year group either side of their chronological age year group. The reasons for the request must be fully explained in writing and submitted in conjunction with a school place application form.

6.3 Multiple Birth Applications (for example twins)
In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

6.4 Children from Overseas
Regardless of where the child is coming from, the Governors’ Admissions Committee will not offer a place to a child until he or she has entered the area and there is proof of address – Governors will not make a decision that could influence whether the child is allowed to enter the United Kingdom. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area. In these circumstances, an official letter declaring a relocation date and a Unit postal address or quartering area address will be acceptable.
6.5 **Looked After Children**
A Looked After Child is a child who is in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions at the time of making an application to a school. Previously Looked After Children are children who were looked after but ceased to be so when they were adopted or became subject to a residence order or special guardianship order.

6.6 **Children of Staff**
For normal admission round applications only, the member of staff must have been employed at the school for two or more years prior to the application closing date of 31 October. For in year applications the member of staff must have been employed at the school for two or more years as of the date the application is made. Or, the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

6.7 **Siblings**
For the purpose of school admission, the governors’ definition of a sibling is ‘a child living at the same address as a half or full brother or sister, an adoptive brother or sister, a step-brother or sister, or children of the same household at the time of application’. For applications to transfer from primary to secondary school, siblings must be on roll at Court Fields School between 1 September 2015 and 31 August 2016. For applications at any other time (in-year admissions) siblings must be attending Court Fields School at the time of application.

6.8 **Parent**
A ‘parent’ in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having ‘care’ of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.9 **Home Address**
The school will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address.

Where necessary to determine which address to recognize and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this
decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the school in reaching a decision on the home address for admissions purposes.

This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the school will determine the home address.

Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this, for example, where a house move is a very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.

6.10 Distance Measurements
For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement calculated using the ‘address point’ of Court Fields School and the ‘address point’ of the students home address using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

6.11 Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)
Children with Statements of Special Educational Needs or an Education, Health and Care Plan are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The governors must always admit a child whose Statement names Court Fields School.

6.12 Withdrawing an Allocated Place
The governors will require parents to confirm within 10 school days (of the date of the offer letter) their acceptance of any place offered and to have made arrangements for their child to start attending Court Fields School. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child/young person on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child/young person’s home address is subsequently found to be fraudulent.
6.13 **Catchment Map**

The governors prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at [www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/) or in Appendix 2. Alternatively, a map indicating the catchment boundary can be provided by contacting the school office (see Section 1.2 Contact details). For applications to transfer from primary to secondary school, children must be living in the designated catchment area on the application closing date (31 October 2015). For applications at any other time (in-year admissions) children must be living in the designated catchment area at the time of application.

6.14 **Exceptional Medical or Social Need**

Children for whom an exceptional social, medical or educational reason to attend this school and only this school is demonstrated. All applications under this criterion must be supported with relevant written evidence from a qualified professional source, declared in writing at the time of the application and where such submissions offer specific evidence that necessitates attendance at this particular Academy. Any evidence of a more general medical condition or social or educational need offered without such focus is deemed inadmissible, although the application will then be considered under other criteria.
APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM
We strongly recommend making an appointment with the Headteacher’s PA to visit the school before applying for a school place.

This form should be used by parents/carers requesting transfers between schools during the school year.

You must complete a separate application for each child.

All relevant sections of the form must be completed as fully as possible or the form will be returned to you.

There is a 4.00 pm deadline for receipt of applications each working day. Applications will be processed in strict date order and a decision will be notified in writing to the applicant within ten school days.

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<tr>
<th>Part 1 – Reason for your application</th>
<th>Please tick the relevant box</th>
<th>If moving into or within Somerset you must include proof of address such as exchange of contract letter from a solicitor or a 6 month tenancy agreement signed by yourself and landlord. Your application will not be processed without this.</th>
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<td>1. Moving into Somerset</td>
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<td>2. Moving within Somerset</td>
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<td>3. Moving to work at the Hinkley Point site</td>
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<td>4. Not moving but wanting to change school</td>
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<td>5. Moving out of Somerset</td>
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| Part 2 – Student Details

Child’s Legal Surname: _______________________________________________________

Child’s Forename(s): ______________________________________________________

Date of Birth: ___________________________ Male/Female (please circle)

Current Address: ___________________________ (If applicable) Address Moving To: ___________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_____________________________ Post Code: __________ ___________________________ Post Code: ________

Current/Previous School: ___________________________ (If previous school) Last Date Attended School: ___________________________
Part 3 – Supporting Information

Your answers to the following questions are very important and will be used in conjunction with the appropriate published over-subscription criteria to help determine whether your child has a priority for a place at Court Fields School.

a) Has your child previously been in care and is now formally adopted? YES/NO (please circle)

b) Is this application for a child currently in the care of a Local Authority? YES/NO (please circle)

If Yes, which Local Authority? _____________________________________________

Name of Social Worker: _________________________________________________

Contact Number: ____________________________

c) Does your child have a Statement of Educational Needs (SEN)? YES/NO (please circle)

If Yes, please contact the school before submitting this form; you may not need to complete it.

If No, do you believe there are important medical or special needs reasons why a place should be allocated at Court Fields School? (This does not guarantee a place but this information may need to be considered in connection with the published over-subscription criteria). YES/NO (please circle)

d) Does your child have any specific disability which the school should be aware of? YES/NO (please circle)

If Yes, please supply any relevant information.

e) Does your child hold EEA (European Economic Area) citizenship? YES/NO (please circle)

If No, please attach a copy of your child’s immigration documents.

f) Will there be any sibling on roll at Court Fields School at the time of this application? (Siblings must be living at the same address). YES/NO (please circle)

If Yes, please provide details:

Sibling’s Legal Surname and Forename(s): _____________________________________________

Date of Birth: ____________________________ Male/Female (please circle)

Sibling’s Legal Surname and Forename(s): _____________________________________________

Date of Birth: ____________________________ Male/Female (please circle)
g) Fair Access Criteria – please tick if any of the following apply to your child:

<table>
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<tr>
<th><strong>Fair Access Criteria</strong></th>
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<tr>
<td>A child from the criminal justice system or Pupil Referral Unit or alternative provision who needs to be reintegrated into mainstream education.</td>
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<td>A child who has been out of education for two months or more.</td>
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<td>A child of Gypsies, Roma, Travellers, refugees and asylum seekers.</td>
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<td>A child who is homeless.</td>
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<td>A child/family working with Children’s Social Care or Health Professional.</td>
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<td>A child who is a carer.</td>
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<td>A Child with special educational needs, disability or medical condition (with without a Statement).</td>
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<td>A child known to the police or a number of other agencies.</td>
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<td>A child who has to move school because of domestic violence (whether staying in a refuge or with friends/relatives).</td>
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<td>A child in Year 10 (from the Summer Term).</td>
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<td>A child in Year 11.</td>
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<td>A child of UK Service Personnel.</td>
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<td>A child who arrives in Somerset outside of the normal admissions rounds who has difficulty securing a place.</td>
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<td>A child at risk of permanent exclusion from school.</td>
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<td>A child whose behaviour is cause for concern.</td>
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<td>A child with poor attendance of 85% or less in the current or previous academic year.</td>
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**Part 4 – Applicant’s Details**

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<tr>
<th><strong>Title:</strong> Mr/Mrs/Ms/Miss/Dr (please circle)</th>
<th><strong>Other:</strong> (please state)</th>
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<tr>
<td><strong>Parent/Carer’s Surname:</strong></td>
<td><strong>Forename:</strong></td>
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<td><strong>Relationship to child:</strong></td>
<td><strong>Do you have legal Parental Responsibility for this child?</strong></td>
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<td><strong>YES/NO</strong> (please circle)</td>
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<th><strong>Address (if different from your child’s):</strong></th>
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<th><strong>Daytime Telephone Number:</strong></th>
<th><strong>Email address:</strong></th>
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Part 5 – Declaration

I understand that applications must be made by the child’s legal parent/carer and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. I accept that Court Fields School reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand that it is the parent’s responsibility to ensure that Court Fields School receives the completed application form safely. I note that it is recommended to send my application form by Special Delivery post, or obtain a proof of posting certificate, or a receipt from Court Fields School’s Reception desk if my application is hand delivered.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, Court Fields School will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the application from the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal amounts of time with both carers, Court Fields School will consider the place of residence of the parent/carer who receives child benefit to be the child’s home. Evidence of parental responsibility will be required should there be doubt and Court Fields School will undertake thorough residency checks and reserves the right to request independent confirmation of the child’s address.

Signature of Parent/Carer: ___________________________ Date: __________________

Part 6 – Submitting Your Application Form

When you are satisfied that you have provided all the relevant information on your application form including any necessary supplementary information, please ensure that you have signed the declaration in Part 5 and then submit your completed application to:

Court Fields School, Mantle Street, Wellington, Somerset TA21 8SW

Parts 7 & 8

The information requested in parts 7 and 8 will not be used to make the decision whether or not to offer your child a school place. This information is used solely for the purpose of identifying whether your child meets the criteria for consideration under Fair Access and to assist the school with planning for your child’s admission. You will be neither advantaged nor disadvantaged by completing these sections.

Moving school for whatever reason is a very important decision to make. We would strongly advise you to:

1. Discuss the move with your child’s current school before taking the decision to transfer your child to another school.

2. Visit Court Fields School before making an application.

Please tick the box if you would like Court Fields School to obtain the information contained in part 8 from your child’s current or previous school on your behalf. ☐
Part 7 – Additional Information (To be completed by the parent/carer)

I have discussed my reasons for wanting to transfer schools with my child’s current school. YES/NO (please circle)

Name of the person(s) you have spoken to at your child’s current school:
_______________________________________________________________________________________

Dates of meetings with your child’s current school:
_______________________________________________________________________________________

Why do you want your child to change school? (Please give as much information as possible, using a separate sheet if necessary).
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Has your child been:
Permanently excluded? □ Excluded for a fixed term period? □ Other? □ (please provide details)
_______________________________________________________________________________________

Have any of the following services been involved with your child in the last 3 years? (Please tick all the relevant boxes)

- Parent Family Support Advisor (PFSA)
- Medical Tuition Team
- Children’s Social Care
- Behaviour Support Worker
- Elective Home Education Team
- Safeguarding Children Team
- Autism Team
- Other (please specify)

- Access Liaison Officer
- Educational Psychologist
- Child and Adolescent Mental Health Service (CAMHS)
- Physical Impairment Team
- Traveller Education Service
- Speech, Language and Communication Team
- Children’s Autism Outreach Team

Is your child attending school regularly? YES/NO (please circle)
If No, is an Education Attendance Officer involved? YES/NO (please circle)
If No, please state why not:
_______________________________________________________________________________________
_______________________________________________________________________________________
Part 8 – Additional Information (To be completed by your child’s current or previous school)

Please ask an appropriate member of staff at your child’s current or previous school, for example the Headteacher of Head of House/Head of Year, to complete and sign this form. You must return this section with your application form.

Student’s Name: ___________________________ Date of Birth: ________________

Year Group: ______  Attendance: ______%  from__________ to ____________

Special Educational Needs:  YES/NO (please circle). If Yes, please give details:
__________________________________________________________________________
__________________________________________________________________________

Agencies Involved: _________________________________________________________

SATS Levels:   
KS2 English _______  KS2 Maths _______  KS2 Science _______
KS3 English _______  KS3 Maths _______  KS3 Science _______

CATS Scores:  
Verbal _________  Non-Verbal _______  Quantitative _______  Mean ______

Please grade the student on the scale 1-5:

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<th>2</th>
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<td>Academically confident</td>
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<td>Stable peer relationships</td>
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<td>Well motivated</td>
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<td>Well behaved</td>
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Student’s strengths/interests/achievements: ____________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Concerns:  ________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Other relevant information you would like to make the receiving school aware of: ________________
____________________________________________________________________________________
____________________________________________________________________________________

Name of Member of Staff: ___________________________ Signed: ___________________________

Position in the School: ___________________________ Date: ___________________________
Appendix 2 – Court Fields School Catchment Map