

WAITING LIST REQUEST FORM – YEAR 7 SEPTEMBER 2019

Please return to the Admissions Team by **15 March 2019** to be included in the first allocation of places from the waiting lists.

If you ask to be put on the waiting list at a **Catholic, Church of England voluntary-aided, foundation school or academy** you must contact them directly to indicate you want to be included on their waiting list **as well as** returning your reply slip to the Admissions Team.

Pupil Name:		Pupil Reference Number:	
Current School:		School offered:	
Pupil Address (current):		Correspondence address if different:	

If your address has recently changed or you are about to move house in the near future, please give details below.

Previous Address / future address		Date of move:	
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We can only change our records if you attach evidence of your move. This should be, for example, a letter from the council tax office confirming new address details and a final exit bill from your previous address e.g. electricity bill. We may ask you for extra proof.

If a place becomes available at any of the schools you have listed below, we will automatically allocate that place to your child. Any offer previously made will be automatically withdrawn, we will not contact you to ask if you still want that place.

Please note: If you have been refused a school in another local authority and wish to go on their waiting list you must contact the relevant local authority.

SCHOOL NAME	Order of Preference
	1
	2
	3
	4
	5

Please return this form to education.annual.cycle@leeds.gov.uk