

In Year Common Preference Form (ICPF)

This form must be used to request admission to or transfer between schools during the school year. Please read the guidance notes, complete the form in BLOCK CAPITALS or electronically and sign the form in Section 6. **Use Section 9 to tell us about your preferred schools.**

After asking your child's current school to complete Section 7, return the form to the school(s) requested

Section 1: Child details

First name(s):		Surname:	
Other names used:		Date of birth:	
Gender:	Male Female	Current year group:	
Current address:		Is your child new to the UK?:	Yes Date arrived: No
Postcode:			
How long has the child lived at this address or date of house move:		Does your child <u>need support</u> to speak English?	Yes No Some Language spoken at home:

*If you have recently moved, or intend to move soon, you must provide further information about the addresses on a separate sheet. You must provide evidence of your house move (such as a utility bill, council tax bill AND an exit bill from your previous property). **Your application will be delayed if this information is not provided***

Is the child looked after by the Local Authority or fostered under an arrangement by the local authority?	Yes No
Was the child previously looked after by the Local Authority and now adopted, on a residency order or special guardianship order?	Yes No
Does the child have a statement of special educational need or Education Health and Care Plan (EHCP)?	Yes (If yes, you cannot apply for a place through this form. Please contact us) No

Section 2: Parent / Carer details

Title and first name:		Surname:	
Your relationship to the child:	Mother	Mobile phone:	
	Father	Home phone:	
	Carer	Work phone:	
	Social Worker	Email:	
Other			
Who else has parental responsibility?	Name: Relationship:	Please note: where parents have joint parental responsibility, you must discuss and agree school preferences	

Section 3: Current / previous school information

Current / most recent school:			
Reason for leaving:		Date last attended:	Date: Or still attending:
Previous school 1:		Reason for leaving:	
Previous school 2:		Reason for leaving:	

Section 4: Reasons for application

Reason for request:	Moving from one area of Leeds to another Moving to Leeds from another city in UK City: Moving to Leeds from outside UK Country:	No house move, would like new school Leaving Elective Home Education Leaving Private Education Other Please state:	
Have you met with the current school to discuss this application?	No Yes with: Headteacher Deputy Head Head of year Class teacher	Outcome of discussion with current school:	

Section 5: Additional information

At **least one box** must be ticked. This information will support the school you've applied for to determine if they should refer to Fair Access protocols

Asylum seeker / refugee Gypsy, Roma or Traveller Homeless Young Carer Special needs requiring specific support (state below) Out of education more than 2 months Known to police, youth offending or courts Known to Social Care (name Social worker below) Disability / serious medical condition Returning from Elective Home Education	Returning from criminal justice system Returning from a PRU / alternative setting (state below) Less than 85% attendance at current / previous school Behaviour causing concern / risk of permanent exclusion Known to CAMHs or Family Intervention Service or other support service (state below) Permanently excluded NONE OF THE ABOVE
Please provide any further information as requested above:	

Section 6: Parent / carer declaration

I certify that I have parental responsibility for the child named in Section 1 and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.

Signature..... **Date**

Data Protection Act 1998: In accordance with the Data Protection Act 1998 we must inform you that by signing these forms you are giving your consent for Leeds City Council Children's Services to process the information detailed in this form for the purposes of school admissions. The information may be shared not only with other departments in Leeds City Council but also with other relevant professionals and bodies such as schools, the Department for Education and the NHS. This sharing will only be done where it is necessary to provide you with a school place or where we are legally obliged to do so and is strictly in accordance with the Data Protection Act 1998.

If this form has been completed by someone other than a parent / carer on their behalf, please provide your information:

Name:		Role / Relationship to child:	
Contact details:		Date completed:	

Section 7: Current / previous school information
This section is to be completed by the current / previous school

Name of school:		Contact name:	
Telephone number:		Date child started at the school:	
Is the child still attending?:	Yes No Date left:	Reason for leaving:	
Attendance in past academic year:	Attendance % Authorised absence % Unauthorised absence %	Would the transfer be detrimental to the pupil in any way?:	Yes No Please provide any further information:
Please provide information about any support / relevant agencies involved:		Any other relevant information:	

Section 8: Receiving school's decision

This section is to be completed by the school receiving the form.

Schools **MUST** inform the Local Authority of applications received, along with their decision by completing this section and sending the form to education.transfers@leeds.gov.uk or by post to Leeds City Council, PO Box 837, School Admissions, Leeds, LS1 9PZ. If section 7 has not been completed, please contact the previous school to gather all relevant information

School name:		Contact name:	
SCHOOL DECISION:	School place offered	Start date:	
	Place not offered (year group full)	Right of appeal has been offered to family	Yes No
	Place not offered (refer to fair access)	Fair Access criteria	
	School reason for refusal under fair access:		

Please also complete the attached receipt and give a copy to the parent/carer

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Guidance notes

Please read this information carefully and complete the form as fully as possible. If the form is not completed correctly it may be returned to you.

How is your application dealt with? The length of time it takes to process your application varies in each individual case. We aim to process your applications within 20 school days. Please be patient while we deal with your application. You should take your form to your first preference school to request a place. The school then informs you and the Local Authority whether your child has been offered a place.

If a place is not available at a school you request, you have the right to appeal against this decision if you feel that your application has not been appropriately considered. The school will send your form to the Local Authority to notify us of their decision whether to offer a place. If the school you have asked for cannot offer a place, we will send your application on to the other schools you have preferenced.

The local authority will also provide you, upon request, a list of all schools in your local area, including a list of those we believe have places available.

Parental responsibility: Parents and carers are legally responsible for ensuring their child(ren) accesses education. In all cases where your child is on roll at a school they should continue to attend until an alternative place has been agreed.

Changing schools may not be the solution: Transferring schools can be very disruptive to a pupil. Although the National Curriculum is taught in all schools, they teach each part of the curriculum at different times of the year. Your child may miss important work. Before you request to transfer schools, you must talk through any problems with the current school. If you are not happy with the way the school is dealing with the problem you should speak to the Headteacher or the Chair of Governors at the school.

House move: If you move house you must provide evidence of your new address. If you are unable to provide such documents, we will consider your application from the address we have on file which may affect your chances of being offered a place at your preferred school.

Further information: Full details of schools in the Leeds area and their admission arrangements can be found on the Leeds City Council website www.leeds.gov.uk

Sections of the form:

Sections 1, 2, 3, 4, 5, 6 & 9	To be completed by the parents / carers
Section 7	To be completed by the child's CURRENT school
Section 8	To be completed by the school receiving the application
Receipt for parents	To be completed by the school receiving the application

Section 9: Your school preferences

Please tell us which schools you would like to request a place at, in your order of preference. Schools cannot use your preference order to decide whether they can offer a place – places are offered based only on the admissions policy of the school. Please also provide any information about siblings attending the school if you are requesting sibling priority

	School name
Preference 1	
Preference 2	
Preference 3	
Preference 4	
Preference 5	

Sibling Information

Please tell us about any other siblings related to this child. Please ensure you complete a separate ICPF for each child. This section will support us to link each of the forms together.

Sibling name	Date of birth:	School attending

In Year Common Preference Form Receipt for parent

Child's name:	DOB:
Date form received:	
Form received by:	School: Member of staff:

Please contact the school if after 10 school days you have not been told whether they can offer you a place. If the school cannot offer a place, the Local Authority will send your form to your other preferred schools and will let you know the outcome of your applications.
 If you have any further questions or have not had any further response within 10 school days, please contact the Leeds City Council Admissions Team on 0113 2224414 or education.transfers@leeds.gov.uk