(Office use only)



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, sign the form in Section 7. After asking your child's current school to complete Section 8. return the form to the school(s) requested

| Section 1: Child Details | | | | | | | |
|-----------------------------------|---------------------|--|---------------------|---|------------|---|--|
| | | | Section | 1: Unita Details | ı | | |
| First na | me(s): | e(s): | | Surname: | | | |
| Any other names used: | | Date of birth : | | | | | |
| | Gender: Male Female | | Current year group: | | | | |
| Is your child new to | | Yes Date arrived: No | | , , , | | | |
| the UK? | | | | Current Address: | | | |
| Does your child | | | | | | | |
| need support t speak English | | P Home language: | | Postcode | | | |
| | | | | How long has the | | | |
| | | | | child lived at this address? | | | |
| If you have mov | ed hou | se recently, or will be moving soon, you r | | | te sheet a | shout your previous address, and move | |
| | | | | | | f tenancy or purchase agreement etc) | |
| Your application | n will k | e delayed if you do no are or fostered under an | t provide the nec | essary documents | l Voc | No | |
| • | | | • | <u> </u> | Yes | No | |
| special guardiar | | sly looked after and nov rder? | v adopted, on a r | esidency order or | Yes | No | |
| Does the pupil h | nave a | tatement of Educational Needs or and | | ducation Health and | Yes | No | |
| Care plan which | n name | s a school or specialist p | | ront / Caror Dotail | | | |
| | | | Section 2. Pa | rent / Carer Details | 3 | | |
| u e: | | | | curname: | | | |
| Your relation to the c | | Mother Father Carer | Contact details: | Mobile phone: | | | |
| to the c | illia. | | | Home phone: | | | |
| | | Social Worker Other | | Work phone: | | | |
| | | | | Email address: | | | |
| Who else has | | | | Please note: When | re paren | ts have shared responsibility for a | |
| parental responsibility: | | Relationship to child: | | child, they must discuss and agree on their preferred school(s) | | | |
| | | | Cootion 2. C | ah a al mus faus mana | | | |
| -1 | | | | chool preferences | <u> </u> | | |
| | | | | | | directly to request a place. Schools ce – school places are offered based on | |
| | | | | | | of birth) if a sibling already attends any | |
| of the schools you are requesting | | | | | | | |
| Dura C | Scho | School name | | ICPF given to school? | Sibling | information (name and Yr group): | |
| Preference 1 | | | | | | | |
| Preference 2 | | | | | | | |
| Preference 3 | | | | | | | |
| Preference 4 | | | | | | | |
| | | | | | | | |
| Preference 5 | | | | | | | |
| | | | | | | | |

| Section 4: Your child's school history (This must be completed even if the previous school was not in the UK) | | | | | | |
|--|--|--|---|--|--|--|
| Current or most recent school (include | e completed | even ii the previous school was | not in the ox) | | | |
| location if not in Leeds): | | | | | | |
| Is your child still attending? | Yes No | Date last attended if no lo | nger attending: | | | |
| Reason for leaving: | | | | | | |
| Previous School 1: | Name / address: | | | | | |
| Reason for leaving: | | | | | | |
| Previous School 2: | Name / address: | | | | | |
| Reason for leaving: | | | | | | |
| | | 5: Reasons for application | | | | |
| Reason for requesting a new school | _ | one area of Leeds to a different are | ea of Leeds Leaving Elective Home Education | | | |
| place: | _ | eds from another area of the UK | nome Education | | | |
| | _ | eds from another country which country) | Other | | | |
| | No house mo | ve but would like to move schools | | | | |
| | Leaving priva | te education | | | | |
| Have you met with your child's current so | hool to discus | s your reasons for requesting a tra | nster? Yes No | | | |
| Who did you speak to at your child's curred Headteacher ☐ Deputy Head ☐ Outcome of the discussions: | Year Head □ | , | er 🗆 | | | |
| | | 6: Additional Information | | | | |
| | | npleted – at least one box <u>M</u> | | | | |
| This information will be used to de Please tick all that apply: | termine whet | ner the application should be dealt | with through the Fair Access Protocol | | | |
| ☐ Asylum seeker / refugee | | ☐ Returning from | the criminal justice system | | | |
| ☐ Gypsy, Roma or Traveller | | ☐ Returning from a PRU | | | | |
| ☐ Homeless | | ☐ Less than 85% attendance at current / previous school | | | | |
| ☐ Young carer | | ☐ Behaviour causing concern or at risk of Permanent Exclusion | | | | |
| □ Special needs requiring specific support □ Out of education for more than 2 mont | | | | | | |
| ☐ Known to police, youth offending service | | | | | | |
| ☐ Known to Social Care (name social worker be | , | | | | | |
| \square Disability / serious medical condition (s | ☐ Disability / serious medical condition (state below) | | | | | |
| ☐ None of the above | | | | | | |
| | | | | | | |
| Please provide any further information as | requested abo | ve: | | | | |
| | | | | | | |
| | Section 7 | : Parent / Carer declaration | | | | |
| I certify that I have parental responsibility | for the child | named in Section 1 and that the in | formation given on this form is true to the | | | |
| | | | information may result in the withdrawal | | | |
| | | | | | | |
| for Leeds City Council Children's Services to proc shared not only with other departments in Leed | ne Data Protection cess the informa Is City Council bu Te done where it i | on Act 1998 we must inform you that by iion detailed in this form for the purpose t also with other relevant professionals | signing these forms you are giving your consent es of school admissions. The information may be | | | |
| If this form has been completed on behalf of the parent or carer, please provide your details: Name: Role / relationship to child or family: | | | | | | |
| Contact: Signature: | Dat | e: | | | | |

| Section 8: Current / Previous school | | | | | | | |
|---|---|--|--|--|--|--|--|
| Information for parents / carers: This section must be completed by a senior person at your child's current school if the transfer request | | | | | | | |
| is between two schools in Leeds, or where the child is still attending a school in another local authority | | | | | | | |
| Information for the current / last school: this section should be completed by a member of the Senior Management Team at school. Please complete as fully as possible, otherwise the form may be returned for more information which will delay the process. | | | | | | | |
| Name of school: | ation which will delay the process. | | | | | | |
| radine of sonoon. | | Contact name: | | | | | |
| School telephone | | Position / role: | | | | | |
| number: | | | | | | | |
| Date child started at | | Is the pupil still | Yes 🗌 No 🗌 | | | | |
| this school: | | attending? | | | | | |
| Attendance over the | Attendance % | Would the | Yes \square No \square | | | | |
| past academic year | Authorised % | transfer be detrimental to | Please provide further information: | | | | |
| | Unauthorised % | the pupil in any | | | | | |
| | Ollautiloliseu % | way? | | | | | |
| Please provide contact | | Any other | | | | | |
| details for any support | | relevant | | | | | |
| agency involved with | | information: | | | | | |
| the pupil | | | | | | | |
| | Section 9: Scho | ol decision | | | | | |
| | 33311311 71 33113 | | | | | | |
| Information for paren | ts / carers: This section must be complete | ed by the school y | ou have requested a place at. The School | | | | |
| will then send this info | rmation to the Local Authority. | | | | | | |
| Information for the sc | Information for the school where a place is being requested: You must inform the Local Authority of any request for a | | | | | | |
| | een made and your decision. Return this | | The state of the s | | | | |
| • | sfers@leeds.gov.uk, post: Leeds City Cour | | | | | | |
| | completed, please contact the previous | | · | | | | |
| School name: | , , , , , , , , , , , , , , , , , , , | Contact name: | | | | | |
| | | | | | | | |
| School telephone | | Position / role: | | | | | |
| number: | | | | | | | |
| | School place offered (provide start date) | | | | | | |
| Decision: Place not offered – year group full (pun | | | neet any fair access criteria) | | | | |
| | Place not offered – year group full (pupil does not meet any fair access criteria) | | | | | | |
| | Place not offered – refer to Fair | Place not offered – refer to Fair Access | | | | | |
| | Applicable Fair Access criteria: | Applicable Fair Access criteria: | | | | | |
| | School reason for refusal: | | | | | | |
| | Any other background informati | ion gathered: | | | | | |
| | | J | | | | | |
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In Year Common Preference Form (ICPF)

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. Please be patient while we deal with your application. Applications are made directly to all schools in Leeds - completed forms should be taken to the school(s) 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 local authority will also provide you, upon request, with a list of all schools in your local area.

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 Local Authority and their admission arrangements can be found on the Leeds City Council website (www.leeds.gov.uk)

| Section 1 | To be completed by parents / carers |
|-----------|--|
| Section 2 | To be completed by parents / carers |
| Section 3 | To be completed by parents / carers |
| Section 4 | To be completed by parents / carers |
| Section 5 | To be completed by parents / carers |
| Section 6 | To be completed by parents / carers |
| Section 7 | To be completed by parents / carers |
| Section 8 | To be completed by the child's CURRENT school |
| Section 9 | To be completed by the school where a place has been requested, |
| | the form should then be sent to Leeds City Council Admissions Team |
| | by the school. |