(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

asking your cin	id's current school to			ini to the school(s) requested
		Section 1	: Child Details	
First name	(s):		Surname:	
Any other nar	nes		Date of birth :	
			Current year group:	
Geno	Water Ferriale	Male Female		
Is your child new the l	JK?	Yes Date arrived: No		
Does your c		Some		
need suppo				
speak Eng	lish? Home language:		Postcode How long has the child lived at this address?	
				te sheet about your previous address and move
				II, copy of tenancy or purchase agreement etc)
Is the child in publ	ill be delayed if you do no c care or fostered under a	ot provide the nece	ssary documents	Yes No
•			•	Yes No
special guardiansh	•	·	·	
Does the pupil hav	e a Statement of Education Imes a school or specialist	nal Needs or and Ed provision?	ducation Health and	Yes No
			ent / Carer Details	S
11 01				
u e:			ourname:	
Your relationshi to the child		Contact details:	Mobile phone:	
10 1110 01111	Carer		Home phone:	
	Social Worker Other		Work phone:	
			Email address:	
Who else ha parenta responsibility	Relationship to child:			re parents have shared responsibility for a iscuss and agree on their preferred school(s)
		Section 3: So	chool preferences	
Please specify the	chool(s) you wish to reque			schools directly to request a place. Schools
				you a place – school places are offered based on
				nd date of birth) if a sibling already attends any
of the schools you	are requesting			
S	School name IG		CPF 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 / addr	ess:		
Reason for leaving:				
Previous School 2:	Name / addr	ess:		
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		
☐ Homeless			ttendance at current / previous school	
☐ Young carer			ng concern or at risk of Permanent Exclusion	
 □ Special needs requiring specific support □ Out of education for more than 2 mont 			S, Family Intervention Service or other	
☐ Known to police, youth offending service				
☐ Known to Social Care (name social worker be		\square Returning from I	Elective Home Education	
\square Disability / serious medical condition (s	ate 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 behall Name:		t or carer, please provide your deta e / relationship to child or fa		
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:	bis possible, otherwise the form may be return	Contact name:	ation which will delay the process.			
rume of serioon.		oontaat 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 🗆 No 🗆			
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						
1 1	Section 9: Scho	ol decision				
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	hool where a place is being requested: Y	ou must inform th	e Local Authority of any request for a			
	een made and your decision. Return this		· · · · · · · · · · · · · · · · · · ·			
•	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 (pupil does not meet any fair access criteria)					
		Trace 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:	School reason for refusal:				
	Any other background information gathered:					
		J				

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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. 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.

In Year Common Preference form RECEIPT FOR PARENT

To be completed by the school receiving the form and returned to the parent

Child name:			
Schools			
preferenced:			
Date form received			
Form received by:	Name:	Role:	
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Please contact the school if you have not had a response to your application within 10 school days.

If you have any other questions, please contact the Admissions Team on Tel: 0113 2224414 if you have not received a response to your application within 10 school days.