

Child ID:

OFFICE USE ONLY

In-Year Common Preference Form (ICPF)

* please see guidance notes

1: Details about the child

Child's Full Name:.....
Date of Birth: Any Other Surnames Used:.....
Male/Female: Current Year Group:.....
Home Address:.....
..... Postcode:.....
What religion is your child? This may be important if you want a place in a faith school.....

2: Details about you

Please print your name: Mr/Mrs/Miss/Ms.....
Your relationship to the child:.....
Who has parental responsibility for the child?.....
Day:..... Evening:.....
Mobile:

3: Reason for changing school

- Moving from one area of Leeds to a different area of Leeds
- Moved to Leeds from another area of the UK
- Moved to Leeds from another country
- Not moving, but want to change schools
- Moving out of Leeds

4: School Requested

- 1).....
- 2).....
- 3).....

*IMPORTANT: Some Catholic, Jewish and Church of England aided schools have a supplementary form (SIF) for you to complete. Please ensure you ask the school for it and fill it in and return it directly to the school. Where a voluntary-aided Church of England school is oversubscribed, family links with a church or faith group may be taken into account when places are allocated. If you wish faith or church connections to be taken into account, please give the details of a vicar, minister or faith leader who may be contacted by the school governors.

Name:

Address:

Phone Number:

5. Siblings

* Please give details of your child's siblings

Sibling's full name	Sibling's date of birth dd/mm/yyyy	Sibling's school

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6. If you are moving house - You must attach some documentary evidence of your move – a council tax bill for your new property and an exit utility bill from your previous address.
 Old address:Postcode:

 New address: Postcode:
 Date of move:

PLEASE NOTE: We can only update your address when we have sufficient evidence

7. If you are moving to the UK
 When did you arrive in Leeds ?When did your child arrive?
 Country of origin:..... First Language of your child?

Does your child speak English? Yes No Some

Please attach photocopies of the following documents with your completed application form:
 a) your passport and your child's passport;
 b) if you are an asylum seeker or refugee the Home Office document confirming your status
 c) we need to see proof of date of birth e.g. passport, birth certificate or Home Office document

8. If no house move has taken place but you would like your child to attend a different school
 Why do you want your child to move schools? *Please give as much information as possible to support your request. Attach additional sheet if necessary.*

 Who have you talked to at your child's current school?
 Headteacher Deputy Head Head of Year Class teacher

9. Previous Schools:
 *Please complete as fully as possible
 Name of current/ last school:..... Town/Country.....
 Date your child started: Date you child last attended:.....

Please name any other schools your child has attended in the last 5 years:

Name of school:Town/Country:
 Date of leaving: Reason for leaving:.....

Name of school: Town/Country:
 Date of leaving: Reason for leaving:

10. Ethnic Monitoring Please circle the ethnic origin of your child:

Bangladeshi	Black Caribbean	Chinese
Indian	Black African	
Kashmiri Pakistani	Other Black Background	White British
Kashmiri Other	White Irish	
Other Pakistani	Mixed Black African & White	White Eastern European
Other Asian Background	Mixed Black Caribbean & White	White Western European
Mixed Asian & White	Other White Background	
Traveller Irish Heritage	Any Other Mixed Background	
Gypsy Roma	Any Other Background	

11. Additional information about your child

THIS SECTION MUST BE COMPLETED – AT LEAST ONE BOX MUST BE TICKED

* Please indicate whether your child has/is any of the following. Please tick **all** that apply:

- Statement of Special Education Needs
- Looked After Child
- Young Carer
- Homeless
- Gypsy, Roma or Traveller child
- Asylum Seeker or Refugee child
- Less than 85% attendance at current school
- On School Action Plus
- Special needs requiring specific support (please state) _____
- Disability/serious medical condition (please state) _____
- Behavioural issues and is at risk of permanent exclusion (please state) _____
- At risk of permanent exclusion
- Out of education for more than two months
- Known to the police, youth offending service or the courts
- Known to Social Care (name of social worker) _____
- Returning from the criminal justice system or a Pupil referral Unit
- Been Permanently excluded
- Returning from Elective Home Education

None of the above

2. Declaration

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must tell you of the following:

By signing this form you are giving your consent for Leeds City Council to use your data. We may also share the information you provide with relevant professionals for the purposes of offering your child a school place.

Declaration

"I consent to Leeds City Council processing the information detailed in this form. I understand that this will be used by the company for its administration purposes and my consent is based upon Leeds City Council complying with the Data Protection Act 1998".

* By signing below, I confirm that:

- I am the parent/carer/guardian of this child and I have parental responsibility for them
- The information I have given on this form is correct
- I understand that inaccurate or misleading information may lead to the withdrawal of the school place allocated

Signature of parent/carer:

Date:



Headteacher's Signature(current school): _____ Current School Stamp

Guidance for filling in the In-Year common preference form

Section 4: Voluntary-aided and foundation schools

If you want your child to go to a voluntary-aided school, academy or foundation school you must read the admissions policies of the individual schools to understand how they make their decisions on who they offer places to.

If you want to apply to a voluntary-aided school they may require you to fill in a supplementary information form. You can get these forms from the schools or from our website www.leeds.gov.uk . The school governors use the information you provide on the form to apply their admissions policy.

Please return any supplementary information forms direct to the school you are applying for.

Section 5: Siblings

For these purposes, brothers and sisters **must be living at the same address** as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Section 9: Previous Schools.

Please give as much information as you can regarding your child's educational history.

If your child is new to the UK please inform us of any schools attended and in which country.

Section 11: Additional Information

We need you to complete this section for us to process your application without delay. You will be able to get advice from your current school's Headteacher when you take it to them to be signed and stamped.

If any of these categories do apply to your child, telling us about it will help the school to process your application for a change of school. These categories form part of our Fair Access Protocol. More information can be found on our website, www.leeds.gov.uk or in the 'Starting Primary School' and 'Starting Secondary School' booklets.

Section 12: Declaration & School Stamp and Signature

If the in-year common preference form has been signed by the headteacher of your child's current school this will help speed up the processing of your application.

Providing inaccurate or misleading information may lead to the withdrawal of any school place allocated.

Returning Your Form - Return your form to the school you have preferred or to:-

The Admissions Team
Floor 10 West
Merrion House
Leeds
LS2 8DT