

## 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 7. **Use Section 10 to tell us about your preferred schools.** After asking your child's current school to complete Section 5, return the form to the school(s) requested

### Section 1: Child details

<b>First name(s):</b>		<b>Surname:</b>	
<b>Other names used:</b>		<b>Date of birth:</b>	
<b>Gender:</b>	Male      Female	<b>Current year group:</b>	
<b>Current address:</b>		<b>Is your child new to the UK?:</b>	Yes No If yes, date arrived:
<b>Postcode:</b>		<b>Does your child need support to speak English?</b>	Yes    No    Some Language spoken at home:
<b>How long has the child lived at this address or date of house move:</b>			
<i>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 council tax bill AND an exit bill from your previous property). Your application will be delayed if this information is not provided</i>			
<b>Is the child looked after by the Local Authority or fostered under an arrangement by the local authority?</b>		Yes	- (if yes, social worker <b>must</b> complete a CLA SIF )
<b>Was the child previously looked after by the Local Authority and now subject to an Adoption Order, Special Guardianship Order or Child Arrangement Order?</b>		Yes	(if yes, please complete <b>1a SIF</b> )
<b>Does the child have a statement of special educational need or Education Health and Care Plan (EHCP)?</b>		No	(If yes, you cannot apply for a place through this form. Please contact us)

### Section 2: Parent / Carer details

<b>Title and first name:</b>		<b>Surname:</b>	
<b>Your relationship to the child:</b>	Mother	<b>Mobile phone:</b>	
	Father	<b>Home phone:</b>	
	Carer	<b>Work phone:</b>	
	Social Worker	<b>Email:</b>	
Other			
If other please specify:			
<b>Who else has parental responsibility?</b>	Name: Relationship:	Please note: where parents have joint parental responsibility, you must agree school preferences with all those who hold parental responsibility	
<b>If this form has been completed by someone on behalf of the parent / carer please provide your information:</b>			
<b>Name</b>		<b>Role / Relationship to child:</b>	
<b>Contact details:</b>		<b>Date completed:</b>	

### Section 3: Reasons for application

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

### Section 4 : Current / most recent school:

<b>Reason for leaving:</b>		<b>Date last attended:</b>	Date: Or still attending:
<b>Previous school 1:</b>		<b>Reason for leaving:</b>	
<b>Previous school 2:</b>		<b>Reason for leaving:</b>	

### Section 5: Current / previous school information This section is to be completed by the current / previous school

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

## Section 6: 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

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

## Section 7: Parent / carer declaration

### PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**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 .....**

### Section 8 : 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

### Section 9: 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](mailto: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

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

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

# 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. 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. 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 preferred.

**Further information:** Contact details for schools, admission arrangements and a list of schools we believe have vacancies can be found on our website :

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions>

**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 and 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.

We will require

New Home Address:

- Council tax bill/amendments,
- Tenancy agreement/ mortgage statement
- Family/Child Tax Credits Statements

Old Address:

- Exit utility bill from your old property (gas, water, electricity or landline/broadband)

**Sections of the form:**

<b>Sections 1, 2, 3, 4, 6, 7, 8 &amp; 10</b>	To be completed by the parents / carers
<b>Section 5</b>	To be completed by the child's CURRENT school
<b>Section 9</b>	To be completed by the school receiving the application
<b>Receipt for parents</b>	To be completed by the school receiving the application

## Section 10: 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	

## In Year Common Preference Form Receipt for parent

<b>Child's name:</b>	DOB:
<b>Date form received:</b>	
<b>Form received by:</b>	<b>School:</b> <b>Member of staff:</b>

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 by email on [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk)

## Checklist:

Have you:-

- signed the form at section 7?
- included all your preferences above?
- had section 5 completed by your child's current / previous school?
- if applicable, attached change of address documents? (see guidance notes)
- if applicable, attached a 1a SIF?

OFFICE USE ONLY

Child ID:

Date received :