

Child ID:

Date received stamp:

(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

First name(s):		Surname:	
Any other names used:		Date of birth :	
Gender:	Male Female	Current year group:	
Is your child new to the UK?	Yes Date arrived: No	Current Address:	
Does your child need support to speak English?	Yes No Some		
	Home language:	Postcode	
		How long has the child lived at this address?	

If you have moved house recently, or will be moving soon, you must tell us on a separate sheet about your previous address and move date. Please also provide evidence of your house move, (ie. exit utility bill, council tax bill, copy of tenancy or purchase agreement etc)

Your application will be delayed if you do not provide the necessary documents

Is the child in public care or fostered under an arrangement by the local authority?	Yes	No
Was the child previously looked after and now adopted, on a residency order or special guardianship order?	Yes	No
Does the pupil have a Statement of Educational Needs or and Education Health and Care plan which names a school or specialist provision?	Yes	No

Section 2: Parent / Carer Details

Name:		Surname:	
Your relationship to the child:	Mother Father Carer Social Worker Other	Contact details:	Mobile phone:
			Home phone:
			Work phone:
			Email address:
Who else has parental responsibility:	Relationship to child:	Please note: Where parents have shared responsibility for a child, they must discuss and agree on their preferred school(s)	

Section 3: School preferences

Please specify the school(s) you wish to request a place at. Please contact each of these schools directly to request a place. Schools cannot use your preference order to make their decision about whether they can offer you a place – school places are offered based on the Admissions Policy of the school. Please also include any sibling information (name and date of birth) if a sibling already attends any of the schools you are requesting

	School name	ICPF given to school?	Sibling information (name and Yr group):
Preference 1			
Preference 2			
Preference 3			
Preference 4			
Preference 5			

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:		Contact name:	
School telephone number:		Position / role:	
Date child started at this school:		Is the pupil still attending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance over the past academic year	Attendance % Authorised % Unauthorised %	Would the transfer be detrimental to the pupil in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide further information:
Please provide contact details for any support agency involved with the pupil		Any other relevant information:	

Section 9: School decision

Information for parents / carers: This section must be completed by the school you have requested a place at. The School will then send this information to the Local Authority.

Information for the school where a place is being requested: You must inform the Local Authority of any request for a school place that has been made and your decision. Return this form to Leeds City Council School Admissions (email: Education.transfers@leeds.gov.uk, post: Leeds City Council, PO Box 837, School Admissions, Leeds, LS1 9PZ). If Section 8 has not been completed, please contact the previous school to request all relevant information.

School name:		Contact name:	
School telephone number:		Position / role:	
Decision:		School place offered (provide start date)	
		Place not offered – year group full (pupil does not meet any fair access criteria)	
		Place not offered – refer to Fair Access Applicable Fair Access criteria: School reason for refusal: Any other background information gathered:	

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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 preferred:	
Date form received	
Form received by:	Name: _____ Role: _____

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.