

For official use only:

Primary, Infant and Junior Common Preference Form

To apply for a Reception place for September 2020, please complete both sides of this form using capitals and read all sections and the guidance before completing the form. You can return the form to your child's current primary school or to the Admissions Team at PO Box 837, Annual Cycle Section, Admissions, Leeds, LS1 9PZ or email it to startingprimary@leeds.gov.uk

Section 1 The child who is starting school.

Child Name:	Your name:	Is the child in public care or fostered under an arrangement made by the local authority (Y/N)? <input type="checkbox"/>
Child Current Address:	Telephone no:	If yes, the child's social worker must complete & sign this form. Please state your contact information below:
Date of birth:	Email:	
Gender (M/F):	Is your child previously looked after by a Local Authority but has left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. (Y/N) <input type="checkbox"/>	
Child's current school code and school name:	If yes, please also complete 1a SIF	
<p>If you are moving address in the future you must contact us at the time of your move and be able to provide suitable proof of your change of address. We can only update your address once you have provided acceptable evidence of your house move.</p>		

Section 2 Sibling Priority – details of an older child.

If you would like your application to be considered for 'sibling priority' you must complete this section and section 4. The older child named in this section **must still be in the school when the younger child starts.**

Code	Name of school	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Older child's name:	Date of birth:	Gender (M/F):
<input style="width: 90%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 90%;" type="text"/>
For example 03042012		
Please refer to the school's admission policy for more information about 'sibling priority'.		

Section 3: If you wish, you can use this space to tell us anything else that is important to your application. If you feel the information you provide means that your application should be prioritised over other applications because it meets a **particular criteria in the admissions policy, you may need to complete additional forms** to include all the relevant information and request this priority.



Section 4: List up to five schools, this can include Community, Voluntary Controlled, Voluntary Aided, Foundation school or Academy schools to avoid being placed outside your area.

If you are applying for a **Catholic or Church of England Voluntary Aided** primary school, or for **priority 1a or 1b** you will also need to complete a **Supplementary Information Form**.

Preference 1	<input type="text"/>	<input type="text"/>
Preference 2	<input type="text"/>	<input type="text"/>
Preference 3	<input type="text"/>	<input type="text"/>
Preference 4	<input type="text"/>	<input type="text"/>
Preference 5	<input type="text"/>	<input type="text"/>
<i>Example</i>	2314	WOODLESFORD PRIMARY SCHOOL

Please make sure you have read all the guidelines, the school admissions policies and filled in all the required sections of this form before returning it to your child's current school or to the Admissions Team. **If you have applied online at www.leeds.gov.uk you must not use this form.**

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 25th 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; 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.

Declaration - By signing below I confirm that I consent to Leeds City Council processing the information detailed in this form.

Full name of parent or Carer: _____

Signature of parent or Carer: _____

Relationship to child: _____

Who else has Parental responsibility?

Would you like them to be a named contact (Y/N)?

By returning this form unsigned you are agreeing to Leeds City Council using the information detailed in this form for the purposes of offering you a place in a Leeds school.

Please note that failure to give correct information may result in any place offered being withdrawn.

Apply online at www.leeds.gov.uk