

In Year Transfer Admissions Pro forma

Please send this pro-forma, along with the completed In Year Common Preference Form asap so that we can fully update the record including proof of change of address (if applicable) to:

PO Box 837
Admissions Team
Leeds City Council
LS1 9PZ

Email this form to:-

education.transfers@leeds.gov.uk

Please note: to be completed by schools only

Child's Name	
Date of Birth	
Year Group	
Gender	
Address	
Parent's name	
Parent's contact details (phone number and e-mail address)	
Are they new to Leeds?	
Are they new to the country?	
Name and location of previous school (if known)	
School requested	
Application date	
Any additional information	
<p>Action to be taken:-</p> <p>Are you admitting the student?</p> <p>Are you refusing due to being full?</p> <p>Are you referring to Fair Access (Forms and proof of criteria are required)</p> <p>Have you given the written right of appeal?</p>	