

## 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:.....

### **2: Your Contact details**

Please print your name: Mr/Mrs/Miss/Ms.....  
 Your relationship to the child:.....  
 Who has parental responsibility for the child?.....  
 Telephone Number  
 Day:..... Evening:.....  
 Mobile: ..... Email:.....  
 Is the child in public care or fostered under an arrangement made by the local authority?  
 (Y/N)  
 Is the child a previously Looked After Child now adopted, on a residency order or special  
 guardianship order? (Y/N)  
 Does the child have a Statement or an Education Health Plan that names a school or  
 specialist provision? (Y/N)

### **3: School Requested**

.....

### **4: 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

### **5. If you are moving house - You must attach some documentary evidence of your move – a council tax bill/ utility bill for your new property.**

Old address: ..... Postcode:.....  
 New address: ..... Postcode: .....  
 Date of move: .....

### **6. If you are moving to the UK**

When did you arrive in Leeds ? ..... When did your child arrive? .....  
 Country of origin:..... Does your child speak English? (Yes/No/Some)

### **7. 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: .....

### **8. Siblings**

\* Please give details of your child's siblings

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

**9. Additional Information**

\* Please indicate whether your child has/is any of the following.

Please tick **all** that apply:

- Gypsy, Roma or Traveller child
- Asylum Seeker or Refugee child
- Homeless
- Young Carer
- Special needs requiring specific support (please state) \_\_\_\_\_
- Disability/serious medical condition (please state) \_\_\_\_\_
- Out of education for more than two months
- Returning from the criminal justice system or a Pupil referral Unit
- Less than 85% attendance at current school
- Behavioural issues or at risk of permanent exclusion (please state) \_\_\_\_\_
- Known to the police, youth offending service or the courts
- Known to Social Care (name of social worker) \_\_\_\_\_
- Known to CAMHS, Signpost or other support agency \_\_\_\_\_
- Been Permanently excluded
- Returning from Elective Home Education
- On School Action Plus
  
- None of the above

**Data Protection Act 1998**

In accordance with the Data Protection Act 1998 we must inform you that by signing these forms you are giving your consent for Leeds City Council children’s services to process the information detailed in this form for the purpose of school admission. This information may be shared not only with other areas within Leeds City Council such as social care, but also with other relevant professionals/bodies such as schools, the Department for Education and the NHS. This sharing will be done only where it is necessary to provide you with a school place or where we are legally obliged to do so and is strictly in accordance with the Data Protection Act.

**Declaration**

By signing below I confirm that:

- I consent to Leeds City Council processing the information detailed in this form.
- 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:** \_\_\_\_\_

**Who else has parental responsibility?** \_\_\_\_\_

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

**Ethnic Monitoring** This section is voluntary. This information will not be used to decide which school your child will go to. It will be used for statistical purposes only.

- |                          |                               |                        |
|--------------------------|-------------------------------|------------------------|
| 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    | <b>First Language:</b> |
| Gypsy Roma               | Any Other Background          |                        |

**Current School stamp**

**Headteacher’s Signature:** \_\_\_\_\_

## **Guidance for filling in the In-Year common preference form**

### **Section 3: Applying for 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](http://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 7: 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 8: 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: 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](http://www.leeds.gov.uk) or in the 'Starting Primary School' and 'Starting Secondary School' booklets.

**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.