

In-Year Common Preference Form (ICPF)

For office use:
Date received

App No:

1. Details about the child

Child's Full Name:

Gender: Male Female

Date of Birth: Current Year Group:

Home Address:

2. Details about you

Please print your name: Mr/Mrs/Miss/Ms:

Your relationship to the child:.....

Who has responsibility for the child?

Telephone number: Day: Evening:

Mobile: E-mail:

3. Reason for requesting a place at The South Leeds Academy

- Not moving but want to change schools Returning from Elective Home Education
- Moved to Leeds from another area of the UK Other: please state
- Moved to Leeds from another country
- Moving from one area of Leeds to a different area of Leeds

4. Siblings (see guidance notes)

Please give details of your child's siblings

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

5. If you are applying for a place at The South Leeds Academy because you have moved house please complete the details below

Old Address: Postcode:

New Address: Postcode:

Date of move:

6. If you are applying for a place at The South Leeds academy because you have moved to the UK please complete the details below

When did you arrive in Leeds?

When did your child arrive in Leeds?

Country of Origin:

First language of your child:

Does your child speak English? Yes No Some

Please attach photocopies of the following documents with your application form:

- a) Your passport and your child's passport:
- b) If you are an asylum seeker or refugee the Home Office document confirming your status
- c) We need to see proof of your date of birth e.g. passport, birth certificate of Home Office document

7. If you are applying for a place at The South Leeds Academy and no house move has taken place please complete details below

Why do you want your child to move schools? (please give as much detail as possible. Attach additional sheets if necessary)

.....
.....
.....

Who have you talked to at your child's current school?

Headteacher Deputy Head Head of Year Class teacher

8. Your child's school history

Name of current/last school: Town:

Date your child Started: Date your child last attended:

Please name any other schools your child has attended in the last 5 years

Name of school: Town:

Date of leaving: Reason for leaving:

Name of school: Town:

Date of leaving: Reason for leaving:

Have you met with your child's current school to discuss your reasons for requesting a transfer: Yes/ No

Who did you speak to at your child's current school?

Headteacher Deputy Head Year Head Tutor/Class Teacher Other

Outcome of the discussions:

9. Additional information about your child

THIS SECTION **MUST** BE COMPLETED – AT LEAST ONE BOX **MUST** BE TICKED
Please indicate whether your child has/is any of the following. Please tick all that apply:

	Looked after child
	Unaccompanied Asylum Seeker child
	Has a statement of Special Educational Needs
	Young carer
	Traveller child/Gypsy Roma
	Asylum seeker/Refugee
	Less than 85% attendance at current school
	School Action Plus
	Special needs requiring specific support (please state)
	Living in a hostel/safe house
	A disability/serious medical condition (please state)
	Behavioural issues (please state)
	Been out of education for more than a term
	Known to the police, youth offending service or the courts
	Known to Social Care (please give name of Social Worker)
	Returning from a Youth Offending Institute
	Permanently excluded
	Returning from a pupil Referral Unit
	Parents who are UK Service personnel or Crown Servants
	Withdrawn from school following a fixed term exclusion
	Returning from Elective Home Education
	None of the above

10. **Declaration**

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must tell you of the following:

By signing this form you are giving your consent for the South Leeds Academy and any other education providers where your child has been registered to use your data. We may also share the information you provide with relevant professionals for the purposes of offering your child a school place.

Declaration

“I consent to The South Leeds Academy processing the information detailed in this form. I understand that this will be used by the company for its administration purposes and my consent is based upon The South Leeds Academy complying with the Data Protection Act 1998”.

To be completed by current/previous school

This section must be completed by a senior person at your child’s current/ previous 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 No
Attendance over the past academic year	Attendance % Authorised % Unauthorised %	Would the transfer be detrimental to the pupil in any way?	Yes No Please provide further information
Please provide contact details for any support agency involved with the pupil		Any other relevant information:	

By signing below, I confirm that:

- 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 any place allocated

Signature of parent/carer: Date:

If this form has been completed on behalf of the parent or carer, please provide your details:

Name: Role/relationship to child or family:

Contact number:

Signature: Date:

Headteacher’s signature (current school):

Please add current school stamp



Guidance for filling in the application to join The South Leeds Academy

Section 4: 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 11: 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 us to process your application for a change of school. These categories form part of our Fair Access protocol.

Section 12: Declaration & School Stamp and Signature

If this form has been signed by the Headteacher of your child's current school this will help speed up the processing of your application.

Providing inaccurate or misleading information may lead to the withdrawal of any place offered

Please return form to:

**Mrs D Elliott
The South Leeds Academy
Old Run Road
Leeds
LS10 2JU**