

Horsforth School



Horsforth School
Lee Lane East, Horsforth
Leeds LS18 5RF
Tel 0113 226 5454
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Email: info@horsforthschool.org
Website: www.horsforthschool.org

In-Year Common Preference Form (ICPF)

TO BE COMPLETED BY LEEDS' RESIDENTS ONLY

***Please see guidance notes**

Returning your form

Please post your form to:

Deputy Headteacher (Admissions)
Horsforth School
Lee Lane East
Horsforth
Leeds
LS18 5RF

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. Details about you

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

*To which council do you pay your council tax?

3. Reason for changing school (please tick)

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

9. Your child's school history

Name of current / last school Town Country
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..... Country.....
Date of leaving Reason for leaving

Name of school..... Town..... Country.....
Date of leaving Reason for leaving

10. Ethnic Monitoring (Please circle the ethnic origin of your child)

- | | | |
|--------------------------|-------------------------------|------------------------|
| Bangladeshi | Black Caribbean | Chinese |
| Indian | Black African | White British |
| Kashmiri Pakistani | Other Black Background | White Irish |
| Kashmiri Other | Mixed Black African & White | White Eastern European |
| Other Pakistani | Mixed Black Caribbean & White | White Western European |
| Other Asian Background | Mixed Asian & White | Other White Background |
| Traveller Irish Heritage | Any Other Mixed Background | Any Other Background |
| Gypsy Roma | | |

11. 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
- Previously Looked After child now adopted. (Please provide adoption certificate/residency order/special guardianship order)
- 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 or homeless
- 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

12. 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 Children Leeds and Horsforth School 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 Children Leeds and Horsforth School 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 Children Leeds and Horsforth School complying with the Data Protection Act 1998".

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 the school place allocated.

Signature of parent / carer _____ **Date** _____



Headteacher's Signature (current school) _____ **Current School Stamp**

Guidance for filling in the In-Year common preference form

You must only fill this form in if you pay council tax to Leeds. If you want to apply to a school in another local authority you must still use this form. If you pay council tax to another local authority but want to apply for a Leeds school, then you must not use this form. Apply directly to your own local authority.

Section 5: 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. More information can be found on the website,

www.leeds.gov.uk/Admissions

or in the 'Starting Primary School' and 'Starting Secondary School' booklets regarding the Fair Access Protocol.

Section 12: Declaration & School Stamp and Signature

If the in-year common preference 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 school place allocated.

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