

## School transfer application form

**This form must be used to request admission to or transfer between schools during the school year.** Please read the guidance notes at page 5.

***Please ensure any additional supplementary information forms (SIFs) or additional information (i.e. proof of address change) are attached.*** Complete the form in BLOCK CAPITALS or electronically, and sign the form.

### Section 1 Child Details

<b>Child's first name</b>		<b>Child's last name</b>	
<b>Other names used</b>		<b>Date of birth</b>	
<b>Current year group</b>		<b>Gender</b>	
<b>Current address</b>			
<b>Postcode</b>			
<b>Parent / carer name</b>			
<b>Relationship to child</b>	<b>tick</b>	<b>Please note:</b> if you hold joint parental responsibility with other people, you must agree this application and all school preferences with all those who hold parental responsibility before submitting the application.	
Mother	<input type="checkbox"/>		
Father	<input type="checkbox"/>		
Carer	<input type="checkbox"/>		
Social Worker	<input type="checkbox"/>		
Other .....	<input type="checkbox"/>		
<b>Your email Address</b>		<b>Contact phone number</b>	Home: Mobile:

If this form has been completed by someone on behalf of the parent / carer please provide your information:

<b>Name</b>		<b>Contact details</b>	
<b>Role / relationship to child</b>			

### Section 2: Reasons for application

<b>Reason for request:</b> <input type="radio"/> Moving from one area of Leeds to another <input type="radio"/> Moving to Leeds from another city in UK City: ..... <input type="radio"/> Moving to Leeds from outside UK Country: .....	<input type="radio"/> No house move, would like new school <input type="radio"/> Leaving Elective Home Education <input type="radio"/> Leaving Private Education <input type="radio"/> Other – Please state: .....
<b>Any other reasons or details you wish to provide regarding your application</b>	
<b>Current/most recent school attended</b>	
<b>Contact details for the school</b>	Address: Phone Number:                                  Named contact:
<b>Date last attended</b>	Date:    Or state if still attending: .....
<b>When do you wish your child to start at a new school</b>	Date:

### Section 3 : Sibling Information

Please tell us about any other siblings related to this child. Please ensure you complete a separate application form for each child. This section will support us to link each of the forms together. Please continue on a separate sheet if necessary.

Sibling name	Date of birth	School attending

### Section 4: Your school preferences

Please tell us which schools you would like to request a place at. Schools cannot use your preference order to decide whether they can offer a place – places are offered based only on the school's admissions policy.

<b>Preference 1</b>	
<b>Preference 2</b>	
<b>Preference 3</b>	
<b>Preference 4</b>	
<b>Preference 5</b>	

### Section 5 A - other information about your application

Please tick yes or no to the below questions. You may need to complete a supplementary information form (SIF) if you believe your child qualifies for admission under a specific criteria of the admissions policy.	Yes	No
<b>Is your child looked after by the Local Authority or fostered under an arrangement by the local authority?</b> If yes, a social worker <b>must</b> complete a CLA SIF in addition to this form.		
<b>Is your child previously looked after by the Local Authority and now subject to an Adoption Order, Special Guardianship Order or Child Arrangement Order?</b> If yes, please complete 1a SIF and attach it to the form).		
<b>Does your child have a statement of special educational need or Education Health and Care Plan (EHCP)?</b> If yes - you cannot apply for a place through this form. Please contact the SENSAP team to discuss any school move.		
<b>Are you a family of service personnel with a confirmed posting to Leeds, or crown servants returning from overseas to live in Leeds?</b> Please attach an official letter containing the relocation date and the Unit postal address or quartering area address.		
<b>Is your child a twin or sibling from a multiple birth?</b> Please provide details in the sibling section.		

### Section 5 B – fair access criteria

Please tick yes or no to the below questions. If you answer <b>yes</b> to any of the below questions, please ensure your child's current or last school completes the additional information form at the end of this document. <b>This must be returned with your application.</b>	Yes	No
<b>Is your child returning from the criminal justice system?</b>		
<b>Is your child returning from a Pupil Referral Unit (PRU) and would benefit from reintegration support into mainstream education?</b>		
<b>Has your child been out of education for 2 or more months (discounting school holidays)?</b>		
<b>Does your child identify with being Gypsy, Roma or Traveller?</b>		
<b>Does your child have Refugee or Asylum Seeker status?</b>		
<b>Is your child a young carer?</b>		
<b>Does your child have special educational needs, disabilities or a serious medical condition (but does not have an Education, Health and Care Plan)?</b>		
<b>Does your child have 85% attendance or below at their current/previous school?</b>		
<b>Has your child's current school made you aware of concerns regarding your child's behaviour?</b> This may include receiving fixed term exclusions, reduced timetable, accessing alternative provision and/or being at risk of being permanently excluded.		
<b>Is your child in receipt of support from other agencies?</b> This may include Social Care, CAHMS, Educational Psychologist, Youth Offending Service or Police.		
<b>Is your child returning from being home educated?</b> Please note, local practice is for children to return to their previous school wherever possible.		

## Section 6: Parent / carer declaration

### 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 25<sup>th</sup> 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](mailto: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.

**I certify that I have parental responsibility for the child named in Section 1 and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.**

**Signature..... Date .....**

## Section 7 : Receiving school’s decision

Schools **MUST** inform the Local Authority of applications received, along with their decision by completing this section and sending the form to [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk)

<b>School making decision</b>		<b>Contact person</b>	
<b>School decision</b>			
<b>School place offered</b>		<b>Start date</b>	
<b>School place not offered</b>		<b>Written right of appeal given to family (please circle)</b>	Yes      No      ROA attached
<b>Are you are referring the application to Fair Access? (please circle)</b>	Yes      No	if yes, remember to attach Fair Access referral form when notifying LA of application.	

Please also complete the attached receipt (below) and give a copy to the parent/carers.

### Guidance notes

**Please read this information carefully and complete the form and any additional forms required. If the form is not completed correctly it may be returned to you.**

**How is your application dealt with?** You should take your form to your first preference school to request a place. The school then informs you and the Local Authority whether your child has been offered a place. If a place is not available at a school you request, you have the right to appeal against this decision. The school will send your form to the Local Authority to notify of their decision whether they can offer a place. If your first preference school cannot offer a place, we will send your application on to the other schools you have preferred.

The length of time it takes to process your application varies in each individual case. We aim to process your applications within 20 school days. Please be patient while we deal with your application.

**Further information:** Contact details for schools, admission policies and a list of schools we believe have vacancies (by year group) can be found on our website :

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions>

**Parental responsibility:** Parents and carers are legally responsible for ensuring their child(ren) access education. In all cases where your child is on roll at a school they should continue to attend until an alternative school place has been offered.

**Fair access criteria** (section 5b) – if you answer yes to any of these questions, please ensure the current or last attended school completes the additional information form and this is attached to your application before it is handed to any school.

**Changing schools may not be the solution:** Transferring schools can be very disruptive to a pupil and your child may miss important work. Before you request to transfer schools, you should talk through any problems with the current school. If you are not happy with the way the school is dealing with the problem, you should speak to the Headteacher or the Chair of Governors at the school.

**House move:** If you move house you must provide evidence to show you are living in your **new** address, and that you have left the **old** address. If you are unable to provide such documents, we will not be able to update your address. This may affect your chances of being offered a place at your preferred school and affect your position on a waiting list.

To update your address we need 2 documents, 1 from each list below:

<u>Evidence you moved into new address</u>	<u>Evidence you left the old address</u>
Council tax bill/amendment <b>or</b> Tenancy agreement <b>or</b> Solicitors completion documents / mortgage statement <b>or</b> Updated driving licence / amendment to car insurance showing change of address	Final (exit) utility bill i.e. gas, water, electricity or landline/broadband <b>or</b> Formal document showing date you must leave (i.e. landlord notice to quit)

### School transfer - Receipt for parent

The school you hand this form into should complete this section and hand it back to you.

<b>Child's name</b>		<b>DOB</b>	
<b>Date form received:</b>			
<b>Form received by:</b>	<b>School:</b>		
	<b>Name of staff member:</b>		

Please contact the school if after 10 school days you have not been told whether they can offer you a place. If the school cannot offer a place, the Local Authority will send your form to your other preferred schools and will let you know the outcome of your applications.

If you have any further questions or have not had any further response within 10 school days, please contact the Leeds City Council Admissions Team on 0113 2224414 or by email on [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk)

### Applicant Checklist:

Have you:-

signed the form?

included all your preferences?

if applicable, attached:

change of address documents? (see guidance notes)?

if you answered yes to any of the questions in section 5B, have you attached the completed current/previous school additional information form (at the end of this form)?

attached any required supplemental information form (SIF)?

\*\*\*Failure to provide all the above information may cause delay in your application being considered. If you give false or deliberately misleading information, this may result in the withdrawal of the offer of a school place. \*\*\*\*

**Please hand this form into your first preference school.**

### School transfer application form - current school additional information (section 5b)

If you have answered **yes** to any of the **questions in section 5b**, please have the child's current or last attended school complete this form. You do not need to complete it if you have answered **no** to these questions.

Once completed, this form should be attached to the school transfer form and handed to your first preference school. **\*\*\*Failure to return this form with the application may cause delay to your application\*\*\***  
Please attach any relevant documents.

<b>Child's name:</b>		<b>Child's DOB:</b>	
<b>Current school:</b>		<b>Current year group:</b>	
<b>Does the child have any specific learning needs?</b>			Y / N
<b>Does the child have special educational needs, disabilities or a serious medical condition (but does not have an Education, Health and Care Plan)?</b>			Y / N
Please provide details, including any support provided or adjustments that have been made for the child (e.g. EHCP, PEP).			
<b>Attendance record:</b>			
Date child started:		Is the child still on roll? Y / N If not, date last attended:	
For the last term:	Attendance (%)		Unauthorised (%)
For last school year:	Attendance (%)		Unauthorised (5)
Are you aware of any reasons for any low attendance:			
<b>Current agency involvement:</b>			
Is the child actively involved with agencies such as Social Care, CAMHS, Educational Psychologist, Police, YOS – if yes , please provide contact details and the reasons below:			

<b>Are there any concerns regarding the child's behaviour?</b>			
Is returning from the criminal justice system?	Y / N	Is at risk of permanent exclusion?	Y / N
Is returning from a Pupil Referral Unit (PRU) and would benefit from reintegration support into mainstream education?	Y / N	Has ever had any fixed term or permanent exclusion?	Y / N
Attended an alternative provision?	Y / N		
<p>Please provide dates, length, reasons for any fixed /permanent exclusion or periods of time educated off site:</p>          <p>Has the child been involved in any incidents that have given rise to concern?</p>          			
<b>Does the child identify with being Gypsy, Roma or Traveller?</b>			Y / N
<b>Does the child have Refugee or Asylum Seeker status?</b>			Y / N
<b>Is the child a young carer?</b>			Y / N
<p>If yes, please provide details, including any support provided or adjustments that have been made for the child</p>          			
<b>Form completed by:</b>			
<b>Your name:</b>		<b>Telephone number</b>	
<b>Your position:</b>		<b>Email for school</b>	