Application to move schools (in-year transfer) for a place in a Leeds School.

Email the completed application to **education.transfers@leeds.gov.uk.** If you are unable to email, post to PO Box 837, Annual Cycle Section, School Admissions, Leeds, LS1 9PZ.

If you need an accessible version of this form, please apply online at www.leeds.gov.uk/apply If you have applied online, you must not use this form.

Section 1: The child who needs a new school place:

Child's name			
Date of birth			
Gender		**Year group**	
Home address*			
Date of any move		**Council tax reference number**	

*If you are moving address in the future, you must apply from your child's current address. You must not use a friend or family member's address. If you have moved, please attach evidence. We can only update your address once you have provided acceptable evidence of your house move. Check what to send us at www.leeds.gov.uk/moveschools

Your child's current/last school: School address Contact number/email	
Is your child in public care or fostered under an arrangement made by the local authority?	Yes / No *If yes, the social worker must complete this form and the CLA SIF.* *Virtual school must sign off the CLA SIF*
Was your child previously looked after by a local authority but left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order?	Yes / No *If yes, please attach a copy of the relevant order and a letter from local authority - without this we cannot verify the claim.*
Was your child previously in state care outside of England and then adopted by you?	Yes / No *If yes, please attach evidence of the adoption order and a letter from the state – without this we cannot verify the claim*

Does your child have a current EHC Plan?	Yes / No *If yes, please contact SENSAP as they will need to amend your child's EHCP*
Is your child's parent/guardian a Crown Servant?	Yes / No *If yes, please attach evidence of your role such as posting orders with quartering or unit address*
Is your child from a multiple birth (i.e. a twin)	Yes / No

Section 2: Parent / Carer details

Your name	
Your address (if different)	
Contact phone number	
Email address	
Your relationship to the child	

Section 3: Application reason. Please tick one of the following reasons

	01	Moving from one area of Leeds to another and I want a local school place
	02	Moving from another UK city and I need a school place
	03	Moving from abroad and I need a school place
	04	Not moving home but I want a new school due to not getting a preferred school
	05	Not moving home but I want a new school due to bullying
	06	Not moving home but I want a new school due to attendance issues
	07	Not moving home but I want a new school due to dispute with school
	08	My child has been educated at home, but I now want a school place
	09	My child has been privately educated, but I now want a school place
	10	I live outside of Leeds, but I want a Leeds school place
Date your child last attended school		
Requested new school start date		

Your reasons. If you wish, you can use the below space to tell us anything else that is important to your application. School are only able to consider information that relates to applying their admissions policy oversubscription criteria. If you believe your application meets a specific priority in the school's individual admissions policy, you may need to complete additional forms/provide extra evidence to us. Please check the individual admission policy.

Section 5: Is your child a new arrival to the UK? If yes, please answer the following questions:

Date of Arrival in UK	
Country arrived from	
Country of Origin (if different)	
First Language	
Does your child speak, read, and write English?	Yes / No

Section 6: Fair Access Questions If there are no vacancies in any schools, we may ask schools to admit more children if any of the below apply to your child. Please answer the following questions

Is your child currently subject to a Child in Need Plan or was subject to a plan in the last 12 months?	Yes	No
Is your child currently subject to a Child Protection Plan or was subject to a plan in the last 12 months?	Yes	No
Does your child have special educational needs (but no EHCP)?	Yes	No
Does your child have a disability or medical condition (but no EHCP)?	Yes	No
Does your child have refugee or asylum seeker status?	Yes	No

Is your child living in a refuge of relevant accommodation for domestic abuse support?	Yes	No
Is your child homeless?	Yes	No
Is your child a carer?	Yes	No
Does your child identify with being Gypsy, Roma or Traveller?	Yes	No
Is your child in formal kinship care arrangements? *This means they live with you under a Child Arrangements Order but you are not the birth parent.*	Yes	No
Is your child currently attending an alternate provision or pupil referral unit? *If yes, please ensure you have told us the name of the school*	Yes	No
Has your child's current school identified that your child is at risk of permanent exclusion or displays challenging behaviour? *If yes, please ensure you have told us the name of the school*	Yes	No
Has your child been permanently excluded from a school? *If yes, please ensure you have told us the name of the school*	Yes	No

Section 7: Your school preferences

	School name	**School postcode**
1		
2		
3		
4		
5		

Does your child have a sibling attending any of the above schools?

The sibling must still attend the school when your child starts. Cousins and families sharing a house are **not** considered siblings.

Sibling name	
Sibling date of birth	
Siblings address	
School sibling attends	

Declaration - By signing below I confirm that:

- All details are correct to the best of my knowledge.
- I understand a school place may be withdrawn if I am found to have provided false or misleading information.
- I know I must tell the School Admissions team about any change to my circumstances that could affect my application immediately, such as a house move, and I may need to provide evidence of the change.
- I confirm I hold parental responsibility for the child, and I have agreed this application with anyone else who holds this before I have applied.

I am aware of how Leeds City Council use the information in my application for the purposes of offering a place in a Leeds school and have read the below Privacy Notice

Your name in capitals	
Your signature	
Date	

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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 25th 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; 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.