|  |  |  |
| --- | --- | --- |
| **DO NOT USE THIS FORM IF YOUR CHILD HAS AN EDUCATION HEALTH AND CARE PLAN** Please consult the guidance notes before completing this form in BLOCK CAPITALS |  | CBMDC-for-ICT |
| **IN-YEAR COMMON APPLICATION FORM (ICAF)** |
|  |
| If you are submitting forms for more than one child, please write the **total number of in-year applications** here |  |
|  |
| If you also have a child due to transfer from primary to secondary school or start Reception in September, please provide their details here. Please contact the Admissions Team if you require information on how to make an application for this sibling. |
| **Sibling’s name** |  | **Date of birth** |  |  |  |  |  |  |
|  |
| **Section 1: Child’s details – all sections must be completed** |
| **First name** |  | **Date of birth** |  |  |  |  |  |  |
| **Middle name** |  | **Gender (please tick)** | Boy | Girl |
| **Legal surname** |  | **Does he/she speak English?** | Yes | No | Some |
| **Child’s home address** | **No. / Street** |  |
| **City / Town** |  | **Postcode** |  |
| **Date moved in** |  |  |  |  |  |  | If you have moved recently or plan to move, you will need to provide evidence |
| **Future address and moving date:**  |
| **School history - this must be completed even if the previous schools are not in the UK** |
| **Current or most recent school** |  |
| **School address** |  |
| **City / Country** |  | **Postcode** |  |
| **Telephone** |  | **Has a transfer been discussed with the school?** | Y | N |
| **Date started** |  |  |  |  |  |  | **Is he/she still attending?** | Y | N | **Date last attended** |  |  |  |  |  |  |
|  |
| **Previous school** |  |
| **City / Country** |  | **Date left** |  |  |  |  |  |  |
| **Reason for leaving:** |
| **Reason for changing school – if you have moved house, please remember to attach proof of address** |
|  | **Moving from one area of Bradford to another**Please note that your child must continue to attend their current school until a transfer is arranged. |
|  | **Moved to Bradford from another area of the UK** | **Which city / country?** |
|  | **Moved to Bradford from another country** | **When did the child arrive?** |  |  |  |  |  |  |
|  | **Other reasons.** Provide details below, giving as much information as possible. Continue on a separate sheet, if necessary. |
|  |
| **Additional Information – please tick all that apply, at least one box must be ticked** |
| **Looked After Child or Formerly Looked After** |  | **Young Carer** |  |
| **Asylum seeker / refugee** |  | **Gypsy / Roma / Traveller child** (delete as appropriate) |  |
| **Child with a disability / special educational needs / serious medical condition.** Please give details and continue on a separate sheet, if necessary. You will need to provide supporting documents in order for the condition to be taken into consideration. |  |
| **Child has been permanently excluded** |  | **Child is returning from Elective Home Education** |  |
| **Child has been out of education for two months or more** |  | **Homeless child** |  |
| **Child has been in the criminal justice system or Pupil Referral Unit and needs to be reintegrated into mainstream** |  |
| **Child is known to social services, CAMHS or other support agency** – please give details in the table below |  |
| **Agency** | **Contact Person** | **Contact Telephone Number** |
|  |  |  |
| **None of the above apply to my child** |  |  |
| **Section 2: Your details - we will only be able to discuss the application with people named on this form** |
| Name of parent / carer living at the home address (or social worker, if the child is in public care) |
| **First name** |  | **Preferred Title**  |  |
| **Surname** |  | **Relationship to child** |  |
| **Daytime phone** |  | **Mobile** |  |
| **Email address** |  |
| **Home language** |  | **Do you speak English?** | Yes | No | Some |
| **Other contacts -** if you give permission for the application to be discussed with other adults, please provide details | Include full name, phone number and relationship to the child, e.g. parent, grandparent, family friend: |
| **Section 3: Your school preferences - you may apply for up to five schools** |
| **If you are new to Bradford and wish to apply for your closest schools but do not know their names, please tick this box.** The Admissions Team will measure your three nearest schools and record these as your preferences. |  |  |
| **If you know the name(s) of the school(s) for which you wish to apply, please list your preferences below** |
| **Preference 1** |  | Tick if a sibling attends |  |
| **Preference 2** |  | Tick if a sibling attends |  |
| **Preference 3** |  | Tick if a sibling attends |  |
| **Preference 4** |  | Tick if a sibling attends |  |
| **Preference 5** |  | Tick if a sibling attends |  |
| If you would like to give reasons for selecting any of these preferences, please do so here:  |
| **Please give details of any siblings living at the same address who already attend your preferred schools** |
| **Sibling’s name** |  | **Date of birth** |  |  |  |  |  |  |
| **Sibling’s name** |  | **Date of birth** |  |  |  |  |  |  |
| **Section 4: Applicant Declaration – please read the following statements and sign below** |
| • I certify that I have parental responsibility for the child named in Section 1, that no other adult with parental responsibility objects to this application and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or misleading information and/or supporting papers, or withholding any relevant information, may result in the withdrawal of the offer of a school place.• I understand that additional information may be requested from previous schools, local authorities or other agencies to validate this application.Signature of parent/carer……………………………………………………………………………………. Date……………………………………………***General Data Protection Regulation:*** *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 Bradford 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. The full School Admissions Privacy Notice is available on the Council website and the guidance notes that accompany this form.* |
| **Section 5: School Declaration - to be completed by a member of the school’s Senior Leadership Team** |
| School name |  | Contact name |  | **School stamp** |
| Tel / email |  | Post title |  |
| **Please confirm the attendance dates in Section 1, stamp the form and tick the relevant box below.** |
| 1. **The pupil has good attendance and behaviour records and requires no additional support in school – application can be returned to parent to submit to the Admissions Team**
 |  |
| 1. **The pupil requires/receives additional support – application to be submitted by school**

Please provide an outline below and continue on a separate sheet, if necessary. This information may be used to determine an allocation through the Fair Access Protocol and you may be contacted for further details. |  |
| 1. **The pupil is at risk of permanent exclusion – application to be submitted by school**

Please detail any fixed-term exclusions and attach the child’s behaviour log. This information may be used to determine an allocation through the Fair Access Protocol and you may be contacted for further details. |  |
|  |

**Transferring Schools**

A Guide for Parents, Carers and Social Workers

If your child is due to start primary school Reception Class or start Year 7 at secondary school in September, there are set dates by which you need to make your application. If you need further information on these processes, please contact the Admissions Team via any of the methods listed below.

Applications for other year groups and for Reception or Year 7 after that class has started are called in-year applications and can be made all year round. This guide relates to in-year applications for schools in the Bradford district.

If you wish to apply for **Idle CE Primary School**, **Eden Boys’ Leadership Academy** or **any Catholic school**, you will need to contact the school directly to make an application because these schools manage their own admissions processes.

Applications for all other schools in the district are made on the Bradford Council In-year Common Application Form (ICAF) and are processed by the Admissions Team. The Admissions Team makes decisions on places at Community Schools and Voluntary Controlled School. The Academy Trust or governing body makes decisions on places at Academies, Foundation Schools and Voluntary Aided Schools. The Admissions Team co-ordinates the application process for these schools by sending your ICAF to the school then passing on the school’s decision to you.

Things to consider before making an application

***•* Changing schools will usually be disruptive to a child’s education and should only be considered as a last resort.** *Children take time to settle, make new friends and adapt to different teachers. In most cases a transfer between local schools can be avoided by speaking to the current school about any difficulties you or your child are experiencing. If you feel any issues you raise are not dealt with effectively, it may be more appropriate to follow the school’s complaints procedure rather than transfer your child to a different school.*

***•* Your child could miss important work or might not be able to continue studying the same subjects.**

*Although the National Curriculum is taught in most schools (academies do not have to follow it), different topics will be taught at different times of the year. As a result, transferring primary school during a year when your child is due to sit SATs is not recommended. Secondary school exam boards and courses differ between schools so your child may not be able to complete a course they have started.* **Transferring secondary school during Year 10 and Year 11 will be disruptive to your child’s education and is likely to have a negative impact on their chances of gaining good grades.**

***•* Your child might receive less support in a different school.**

*If your child has specific needs and the current school has put effective measures in place to support them, a new school might not be able to provide exactly the same support. If you are unhappy with the level of support your child currently receives, there are no guarantees that a new school will be able to provide anything extra. Bradford SENDIASS provide independent advice to support families of children with additional needs and can be reached on (01274) 513300.*

***•* Consider the costs involved.**

*The school may start / finish at a time that means you have to make changes to child care arrangements. Amongst other things, you will need to buy a new uniform and P.E. kit.*

***•* Unless you have moved house your child will not normally transfer until the start of a new term.**

*A new pupil starting school not only affects that child but also the other children in the class and school staff. To minimise disruption Bradford operates a ‘mid-term transfer policy’. This states that children who currently hold a local school place and are not in need of an immediate transfer should only transfer at the start of a new term.*

***•* The law on school attendance.**

*Your child must continue to attend their current school until they are given a place in a new school. Parents who fail to ensure their child attends regularly at the school at which they are a registered pupil can be prosecuted (Education Act 1996, section 444). If you have moved to Bradford from another city and it is no longer possible for your child to continue attending their current school, you must inform the school* ***before*** *your child stops attending.*

**• Further advice**

*The Admissions Team can be contacted on* ***01274 439200*** *between 9am and 4pm Monday to Friday, or via* *schooladmissions@bradford.gov.uk* *. Most queries can be answered over the phone or via email but, if you require an appointment to see an Admissions Officer, please contact the Team for availability. Our postal address is:*

***Admissions Team, Department of Children’s Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN***

**• What should I do before submitting an application?**

* If you are considering making an application because your child is having difficulties at their current school, the best thing you can do is speak to relevant staff at the current school. Most issues can be resolved this way but the school can only provide additional support if the right people are made aware of the problem.
* If you are moving house, you must make your child’s current school aware of the situation **before** you move.
* If you decide you need to make an application, you should research which schools you wish to apply for. All schools do something well but some may be better suited to your child’s needs than others. Only you know what you’re looking for so speak to staff at a school before applying for it. The Admissions Team can tell you which schools may have vacancies but availability changes on a daily basis; our best advice is to apply for the schools you want, not where you think might have a place.
* Consult schools’ admissions policies to see if any priority can be given to your situation.
* In all situations, your child’s current or, if they are no longer on roll, most recent school should complete Section 5 of the ICAF. Your application may be delayed if this section has not been completed.

**• How do I make an application for a Looked-After Child?**

Applications must be made by the social worker, not the carer or Children’s Home. Social workers must follow the statutory guidance, *Promoting the education of looked-after children and previously looked-after children*. Guidance includes consulting the Virtual School on appropriate placements and visiting schools before deciding upon the setting best suited to the child’s needs (you should only apply for one school). Please submit a cover letter with the ICAF explaining why the specific school has been selected as this will speed up an allocation, if we need to consult the school.

**• How long will my application take?**

All applications are processed as quickly as possible but the length of time it takes varies depending on the situation. We aim to send you a decision letter within **20 school days** but, if your child has complex needs, the application is for an Academy, Voluntary Aided or Foundation school or the ICAF has not been completed fully, this process may take longer.

**• When is the best time to apply?**

Applications are accepted all year round so the best time to apply will depend on your personal circumstances.

* If you are moving house, you should apply as early as possible due to the length of time it can take to arrange a transfer. If your child is on roll at a school in the Bradford district, they will need to continue to attend that school until a new school place has been secured, even if you have moved to the other side of the city.
* You can apply before you move house but we can only consider your application from a new address once you have provided evidence of the move. Until that point, your application will be considered from your old address.
* If your child is not yet in the country, we will not be able to process your application unless you provide copies of airline tickets or similar documentation confirming an arrival date. We will also require proof of a Bradford address.
* Places can only be held for a limited time so, if you want your child to transfer at the start of the next academic year, the earliest we can accept your application is 1 June each year.

**• How do you decide who is given a place?**

Every school has an admissions policy that sets out how places are allocated; this is all that can be considered when filling an available place. Policies are different for different schools so you should consult the policies for your preferred schools to see if there are any documents you can submit to give yourself more chance of gaining a place.

**• What happens if there are no places in the schools I’ve applied for?**

Most schools are full in at least one year group and the most popular schools are full in all year groups. It is therefore unlikely you will be offered exactly what you want but your decision letter will confirm the outcome and next steps.

* If your child is a Bradford resident but not on roll at a local school, we will find the nearest available vacancy for you.
* If your child is not in school but not a Bradford resident, we will not offer an alternative but will inform your council.
* If your child is on roll at a local school, we will simply inform you that your application has been unsuccessful, but you are welcome to contact us to discuss potential availability elsewhere.

**• Can I be placed on a waiting list for my preferred schools, if my application is unsuccessful?**

In most cases, yes; your decision letter will explain what options are available to you. However, waiting lists are only kept for a limited time so you will need to re-apply if you still wish to be considered for the school after the waiting list has closed. In general, primary school waiting lists are kept open for the full academic year but secondary school waiting lists only last one term. Please note that Feversham Academy only holds a waiting list for the autumn term of Year 7.

**• What is the Fair Access Protocol (FAP)?**

Every local authority is required to have a FAP. This is used to allocate the most vulnerable or difficult to place pupils. The Admissions Team will use the information provided on your ICAF to determine whether your application requires consideration under the FAP. In certain specific situations, schools may refer an application for processing under the FAP. Further information and Bradford’s full protocol can be found at [www.bradford.gov.uk](http://www.bradford.gov.uk).

Completing an In-Year Common Application Form (ICAF)

A Guide for Parents, Carers and Social Workers

Please read the *Transferring Schools* guide before deciding whether you want to make an application.

If you would like your child to transfer to a different school, you will need to complete Bradford Council’s In-year Common Application Form (ICAF), unless:

 • **Your child has an Education, Health and Care Plan (EHCP).**

Transfer between schools can only take place after formal consultation with the school’s governing body. Please contact the Special Educational Needs and Disability (SEND) Team on 01274 435750 for further advice.

• **You wish to apply for Idle CE Primary School, Eden Boys’ Leadership Academy or any Catholic school.**

These schools have their own application process; you will need to contact the school(s) directly to make an application.

• **The school you wish to apply for is not in the Bradford Metropolitan District.**

Please consult the local authority where the school is situated for advice on how to make an application.

**Applying for more than one child**

You will need to complete a separate ICAF for each child but please enter the total number of applications you are submitting in the box at the top of each form.

If you are applying for one of your other children to transfer from nursery to primary school or from primary to secondary school, please enter their details in the box provided. There is a different application process for these children but, if one sibling gains a place at a school, it may alter how the application for the other is prioritised.

**Section 1 – your child’s details**

This section asks for your child’s details, including their last two schools, your reasons for wanting to change school and any additional information that may affect how we deal with your application.

We may need to contact your child’s current or most recent school for further information so it is important that you complete the school history section fully, especially if your child was previously in private education or attended a school outside of Bradford.

If you plan to move or have already moved house, you will need to provide evidence of this with your ICAF; your application may be delayed if we are not able to verify your new address. Copies of the following documents will usually be accepted as proof of address:

**Rental agreement or completion statement, council tax bill, utility bill, home or car insurance policy, correspondence from HMRC (e.g. Child Benefit letter)**

The documents will need to be in your name but please do not send originals unless you have been asked to do so. If you have moved house and are unable to provide proof of your new address, please contact the Admissions Team for further advice.

**Section 2 – your details and any other contacts**

This section asks for your contact details and the details of anybody else we can discuss the application with.

If you do not list your spouse / partner’s details in the “other contacts” box, we will not be able to discuss the application with them.

If the child is currently in public care, the ICAF needs to be completed by the social worker, not the carer.

We may need to contact you to request further information or to discuss other school options, so please provide a current phone number and contact the Admissions Team if any of your details change.

**Section 3 – your preferred schools**

This section asks you to name the schools you wish to apply for. You can apply for up to five schools.

We recommend that you research your local schools and their admissions policies before completing an application and, if possible, visit the school(s) before submitting the form. Some schools may also need you to complete their Supplementary Information Form (SIF). Links to school policies and SIFs can be found on the individual school’s website or the Bradford Council website ([www.bradford.gov.uk](http://www.bradford.gov.uk)).

If there are reasons why you want to apply for a specific school, you may include them in this section or on a separate sheet. However, the school’s admissions policy is all that can be taken into account to decide whether your child can be offered a place. If you wish to apply for a school on faith grounds or because your child has specific medical needs, please consult the school’s admissions policy to see whether any priority can be given to your situation and what other documents you will be required to submit.

If you are new to Bradford and simply want to be considered for the schools closest to your home, you may tick the box in section 3. The Admissions Team will measure your three nearest schools by walking distance and use these as your preferred schools. Once you become more familiar with the schools in your neighbourhood, you can ask for another two schools to be added to your application either by submitting another ICAF or putting your request in writing to the Admissions Team.

If any of your children already attend a school you are applying for, please place a tick against that school and write the sibling’s name and date of birth in the boxes below. To count as a sibling for admissions purposes, they must live at the same address and be a brother or sister (including half- and step-brothers/sisters) of the child you are making the application for, or be fostered or adopted by you. Please note that cousins and other relatives are not siblings. Please consult the relevant school’s admissions policy to see if siblings in Year 12 and Year 13 are considered

**Section 4 – confirmation that you are authorised to make the application**

Please read the statements in this section and sign the form to confirm you have parental responsibility for the child.

For births registered in England and Wales, parental responsibility is automatically given to the child’s mother from birth. A child’s father will have parental responsibility if:

• He was married to the child’s mother when the child was born (even if later divorced or separated)

• The child was born after 1 December 2003, and he is named on the birth certificate

• A parental responsibility agreement is obtained from a court or by agreement with the mother

**Where parents have shared responsibility for a child, they must discuss and agree upon the application before it is submitted.** If parents disagree, the Admissions Team will need copies of relevant court orders and confirmation in writing from your solicitor that the application can be processed.

**Section 5 – information from your child’s current or most recent school**

This section needs to be completed by a member of the Senior Leadership Team at your child’s current or most recent school, even if your child has stopped attending.

Where possible, applications should be discussed with your child’s school BEFORE you move house. If your child stops attending school for any reason, it is your responsibility to contact the school to explain why.

Information provided by the school in this section will not affect whether your child qualifies for any places that may be available at your preferred school(s).

If your child does not have a school place and cannot be offered one at your preferred school(s), the Admissions Team uses the information in this section to help determine an appropriate alternative for you. As a result, if this section has not been completed, your application may be delayed.

Further information on how your application is processed can be found in the FAQ of the *Transferring Schools* guide.