

# In-Year Common Application Form (ICAF)

- **This form is only to be used for applying for schools/academies in Kirklees**
- Please complete **BOTH** sides of this form in BLOCK CAPITALS/BLACK INK and sign it on the back.
- **THE FORM SHOULD BE RETURNED TO THE SCHOOL NAMED IN SECTION 7.**

## Section 1: Does your child have an Education Health and Care Plan?

Yes  No  If you answered yes **do not** continue to complete this form. Contact your child's SEN caseworker.

## Section 2: Child's details

Child's legal last name				Child's 'known as' last name <i>(if applicable)</i>	
Child's first name				Child's middle names(s)	
Child's date of birth	day	month	year	Child's sex <i>(please circle)</i>	Male      Female
Child's current permanent address	<input type="text"/> <input type="text"/> <input type="text"/>				
Post code	<input type="text"/>				

## Section 3: Parent/carer details

Parent/carer last name			Parent/carer first name		
Relationship to child (please circle)			Other		
Mother      Father      Carer			<i>(please specify)</i>		
Telephone numbers	daytime	evening		mobile	
Email address	<input type="text"/>				

## Section 4: Siblings

If your child's siblings (brothers and sisters, including half brothers and sisters, stepchildren, adopted and fostered children living with the same family **at the same address**) attend the school or academy you are applying to please give details below. Please note that cousins do not count as siblings.

Sibling's surname	Sibling's first name	Sibling's date of birth		
		day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 5: Moving house

Please fill in this section if you will be moving house

New address	<input type="text"/> <input type="text"/> <input type="text"/>				
Post code	<input type="text"/>	Moving Date	day	month	year

## Section 6: Additional information

Is your child in public care (a looked after child)? Yes  No

Has your child previously been in public care (a previously looked after child) or in state care outside of England and ceased to be as a result of being adopted (an internationally adopted previously looked after child)?

Yes  No

If you answered yes to any of the above questions, please state which local authority/country your child is/was in the care of?

## Section 7: School preference

Please write the full name of your preferred school or academy in the box below. **To apply for a Church of England or Catholic voluntary aided school you should also complete the school's own supplementary information form. The supplementary information form should be returned to the school.**

Name of school /  
Academy

## Section 8: Your child's current (or last) school

Name of school

Leaving date if no longer attending

day

month

year

In Kirklees a child usually starts at a new school at the beginning of a term. If you have recently moved to the area or are otherwise without a school place please indicate that this is the case so when a school place is allocated that school can arrange a more suitable start date.

Additional space for further notes..... (if you use extra sheets please attach securely to this form).

## Section 9: Declaration

**I have read and understood the accompanying leaflet (In-Year Admissions) before completing this form and I confirm that:**

- 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
- I have parental responsibility for this child
- I can confirm my child has the right to be educated in the UK at a state funded school.

Signature of parent/carer \_\_\_\_\_

Date \_\_\_\_\_

The information you provide will be used in order to allocate your child a school place in accordance with the relevant published admission criteria and any subsequent appeal. It will be stored securely and will not be disclosed to any other person or agency, apart from relevant schools, admission authorities and services but only in connection to any admission or appeal related process.

The information may be cross-checked with data held in other Kirklees Council departments such as Council Tax. For more information about how we store your data please see <http://www.kirklees.gov.uk/privacy>

**The completed ICAF must be returned to the school/academy named in section 7**

Office use only.

Place offered  Place not offered

Date informed LA: \_\_\_\_\_

Receipt Number \_\_\_\_\_