



Co-op Academy  
Leeds

## Admissions application form

Please complete all sections in full

### 1. Details about the child

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M/F Current Year Group: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

### 2. Details about you

Please print your name: Mr/Mrs/Miss/Ms: \_\_\_\_\_

Your relationship to the child: \_\_\_\_\_

Who has responsibility for the child? \_\_\_\_\_

Telephone Number: Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 3. Reason for requesting a place at Co-op Academy Leeds

- 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

### 4. Siblings (see guidance notes)

Please give details of your child's brothers or sisters ONLY if they attend Co-op Academy Leeds

Sibling's full name	Sibling's date of birth	Sibling's Year Group

**5. If you are applying for a place at Co-op Academy Leeds because you have moved house, please complete the details below**

Old address: \_\_\_\_\_ Postcode: \_\_\_\_\_

New address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of move: \_\_\_\_\_

**6. If you are applying for a place at Co-op Academy Leeds because you have moved to the UK please complete the details below**

When did you arrive in Leeds? \_\_\_\_\_

When did your child arrive in Leeds? \_\_\_\_\_

Country of Origin: \_\_\_\_\_

First language of your child: \_\_\_\_\_

Does your child speak English? Yes No Some

Please attach photocopies of the following documents with your completed application form:

- a) Your passport and your child's passport;
- b) If you are an asylum seeker or refugee the Home Office document confirming your status
- c) We need to see proof of date of birth e.g. passport, birth certificate or Home Office document

**7. If you are applying for a place at Co-op Academy Leeds and no house move has taken place, please complete the details below**

Why do you want your child to move schools? (please give as much detail as possible. Attach additional sheets if necessary)

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Who have you talked to at your child's current school?

Headteacher     Deputy Head     Head of Year     Class teacher

## 8. Your child's school history

Name of current/last school \_\_\_\_\_ Town: \_\_\_\_\_

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: \_\_\_\_\_

Date of leaving: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name of school \_\_\_\_\_ Town: \_\_\_\_\_

Date of leaving: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## 9. Ethnic monitoring & Religion – please tick the ethnic origin of your child

Any other black background

Any other ethnic group

Any other mixed background

Bangladeshi

Black African

Black Caribbean

Chinese

Gypsy/Roma

Indian

Kashmiri Pakistani

Kashmiri Other

Other Pakistani

Other Asian

White British

White Irish

White and black African

White and black Caribbean

White Eastern European

White Western European

White and Asian

White

Traveller of Irish Heritage

Refused to say

### Religion

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

Other religion

Refused to say

## 10. Additional information about your child

This section **must** be completed with at least one box ticked

Please indicate whether your child has/is any of the following. Please tick **all** that apply:

- Looked after child
- Unaccompanied Asylum Seeker child
- Has a statement of Special Education Needs or Education Health & Care Plan (EHCP)
- Young carer
- Traveller child / Gypsy Roma
- Asylum seeker/Refugee
- Less than 85% attendance at current school
- Special education needs or disability e.g. learning difficulty, speech and language difficulty, speech and language difficulty, ADHD, Autism etc.
- Living in a hostel/safe house
- A 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 from another school
- 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
- Receiving support from an external agency e.g. Educational Psychologist, CAHMS  
Please state \_\_\_\_\_
- None of the above

## 11. 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 Co-op Academy Leeds to use your data. We may also share the information you provide with relevant professionals for the purposes of offering your child a place at the Academy.

### Declaration

"I consent to Co-op Academy Leeds 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 Co-op Academy Leeds 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 any place allocated

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

Date: \_\_\_\_\_

Headteacher's signature (current school): \_\_\_\_\_

Current school stamp

Office Use:

Date received:

Application No:

## **Guidance for filling in the Application to join Co-op Academy Leeds**

### **Section 4: 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 10: 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.

### **Section 11: Declaration & School Stamp and Signature**

If this 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 place offered.**