



The **co-operative**
academy of Leeds

Application to join The Co-operative Academy of Leeds

Please complete all sections in full

For office use:

Date received

App No:

1. Details about the child

Child's Full Name: _____

Date of Birth: _____ Current Year Group: _____

Home Address: _____

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: Day _____ Evening: _____

Mobile: _____ E-mail: _____

3. Reason for requesting a place at The Co-operative Academy of 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 siblings

| Sibling's full name | Sibling's date of birth dd/mm/yyyy | Sibling's school |
|---------------------|------------------------------------|------------------|
| | | |
| | | |
| | | |

5. If you are applying for a place at The Co-operative Academy of 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 The Co-operative Academy of 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 The Co-operative Academy of 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)

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 – please tick the ethnic origin of your child

Any other black background

White and black Caribbean

Any other ethnic group

White Eastern European

Any other mixed background

White Western European

Bangladeshi

White and Asian

Black African

White

Black Caribbean

Traveller of Irish Heritage

Chinese

Refused to say

Gypsy/Roma

Indian

Kashmiri Pakistani

Kashmiri Other

Other Pakistani

Other Asian

White British

White Irish

White and black African

10. Additional information about your child

THIS SECTION MUST BE COMPLETED – AT LEAST ONE BOX MUST BE 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
- Young carer
- Traveller child / Gypsy Roma
- Asylum seeker/Refugee
- Less than 85% attendance at current school
- School Action Plus
- Special needs requiring specific support (please state) _____
- Living in a hostel/safe house
- A disability/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
- 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
- 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 The Co-operative Academy of 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 The Co-operative Academy of 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 The Co-operative Academy of 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





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Guidance for filling in the Application to join The Co-operative Academy of 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 11: 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 12: 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.