

**Request to join a school out of
chronological year group
Application form**



To be completed by parents/carers requesting their child starts school in a year group different to their chronological age peers.

Note: If you wish your child to attend school part-time until they reach compulsory school age or start school later in the academic year, you should discuss your request with the school. You do not need to complete this form.

Please note that the decision whether to accept a deferral is made by the admitting authority for the school.

Leeds City Council is the Admitting Authority for Community and Voluntary Controlled Schools only.

If you are preferencing any Own Admitting Authority schools (being Academy, Foundation Trust and Voluntary Aided schools) you would need to apply to these schools directly, following the process set out in the school's individual admissions policy

CHILD DETAILS

Full Name: _____

Date of Birth: _____ Gender: Male/Female

Address: _____

Postcode: _____ Telephone number: _____

FAMILY/CARER DETAILS

Parents/Carer's Names: _____

Address (if different from above): _____

Email: _____

Please describe why you feel a deferment out of chronological year group would support the needs of your child:

Please attach any supporting evidence from relevant professionals e.g. an early years professional, health care professional, educational psychologist or educational professional that you wish Leeds City Council to consider.

Outline the additional evidence provided by the relevant professional/s to support the application :

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.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:
by email to education.annual.cycle@leeds.gov.uk
By Post: **Leeds City Council**
PO Box 837
School Admissions
Leeds
LS1 9PZ

