

# 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.

## Completing the ICAF

### • Section 1 – your child's details

- This section asks for your child's details, including their address and recent school history.
- 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.
- For the purposes of this application, a Child Previously in Care is one who had been in the care of a local authority but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). If this applies to your child, please provide a copy of the adoption certificate or court order.
- We may need to contact your child's current or most recent school for further information. Please complete all sections, even if your child last attended school in a different country; your application may be delayed if this section has not been completed accurately.
- If your child last attended a Pupil Referral Unit (PRU), please include "PRU" in the school name

### • 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 must 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.
- **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. 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

### • 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 3 – your preferred schools and reason for applying

- 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. Please note that a school's admissions policy is the only thing that can be used to determine who will be offered a place, if a vacancy exists.
- 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. Some schools may 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/education-and-skills/school-admissions/in-year-applications](http://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications)).
- If you are new to the Bradford district 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 other children are already attending one of your preferred schools, please place a tick against that school and write the sibling's name and date of birth in the box below. To count as siblings for admissions purposes, the children must live at the same address and be brothers or sisters (including half- and step-brothers/sisters), 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.
- Please tick the reason for making the application. If you would like to add your reasons for applying for specific schools, please do so in Section 4 or attach a separate sheet.

### • Section 4 – additional information

- This section allows you to provide more detail about your situation.
- Please answer all six questions and provide any other information you feel is relevant to the application.
- The information you provide here may be used to help determine whether your application can be considered under the Fair Access Protocol. Further information on how your application is processed can be found in the FAQ of the *Transferring Schools* guide.
- Please include as much information as possible, as your application may be delayed if we need to request further detail / evidence from other sources.

### • Section 5 – support workers

- This section asks for the contact details of anybody currently helping you or your child, e.g. a Social Worker, an Early Help worker or CAMHS worker.

### • Section 6 – signature

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

### • Part 2 – 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 how your child is considered against the admissions policy of your preferred school(s).
- If your child does not have a place at a local school 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.