

## **How to apply for a school place**

### **We are a Voluntary Aided school and the admission authority is The Governing Body**

The school's admission authority sets the admission policy every year. You can read our school's admission policies below:

In-year applications to start at our school between September 2021 and July 2022 – read our 2021/22 policy and SIF

- Applications for reception places in September 2022 – read our 2022/23 policy and SIF
- Applications for reception places in September 2023 – read our 2023/24 policy and SIF which will be available on our web site from March 2023

### **How to apply for a September 2022 place**

If you are applying for a reception place for September 2022, all applications are made in advance. Offers are made by local authorities on national offer day.

You must apply to the local authority who empties your bins. If this is Leeds, go to [www.leeds.gov.uk/apply](http://www.leeds.gov.uk/apply). The LA website is a composite prospectus for all Leeds schools and includes information about:

- all of the steps you need to go through to make an application
- the key dates
- a search tool to see if your home address gives any higher priority for admission to any school(s)
- an explanation about how places are offered if there are more applications than spaces (oversubscribed)
- the online application portal - apply online and you'll be sent your offer by email
- a summary of each school's individual admission policy criteria
- data about who got a place in the last 3 years - this will help you work out if there is a reasonable chance of your child qualifying for a place.
- Information about applying under a specific admission criteria (such as your child being previously looked after). It is really important to ensure you submit all supporting evidence by the deadline to show you meet any such criteria.

[If you are applying for admission under our faith criteria, you will need to send to our school (not the local authority) a completed Supplementary Information Form (SIF). We need to receive this by the date specified.

You also need to make an application to the local authority asking for a place at our school. You do this online at the above link. If you don't send the application to the local authority, you won't have made a valid application for a place at our school.]

You can also watch the [Leeds City Council school admissions video](#) (note to schools hyperlink is <https://www.youtube.com/watch?v=WRU1SrS7iJE>) for more information.

The council's social media pages will also tell you about any Q&A sessions where you can ask questions.

**Application timetable** - The below timetable applies to applications made to Leeds City Council. If you apply to another local authority, they may have different dates

1 November 2021	Applications open. You can apply online at <a href="http://www.leeds.gov.uk/apply">www.leeds.gov.uk/apply</a>
15 January 2022	National deadline for applying
28 February 2022	Final date Leeds City Council uses for adding late applications or receiving change of address evidence. Any new applications received by Leeds City Council after this date will not be offered a school place until the first round of reallocations in May
15 April 2022	National offer day (first working day after 15 April)
2 May 2022	First cut off for waiting list requests to be submitted to Leeds City Council
16 May 2022	Deadline for accepting offers and first cut off for appeal forms. Leeds City Council arranges our appeals. All appeals received by this date will be heard before the summer holiday
May to August 2022	Places are allocated from waiting lists
June to July 2022	Appeals heard by independent appeal panels
September 2022	Start primary school

### **In-year applications.**

If you're moving into Leeds or want to change schools in Leeds, you need to make a school transfer – often called an in-year application.

Moving schools can be a difficult experience for a child. You should always speak to your child's current school before trying to move to see what support they can offer you

## How to apply for an in-year place

We are part of the Leeds coordinated in-year application scheme. This means you can apply for a place online using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](https://www.leeds.gov.uk/leeds-in-year-application-form). You can apply for places at our school and most other Leeds schools at the same time on this form.

If you have moved house, please upload evidence of the house move with the online application. You can find out what you need to provide on the above website.

We have to offer places by applying our admission policy criteria to your child's application and we will contact you with our decision about offering you a place. We will tell you our decision no later than 15 schools days from when you apply.

If we cannot offer you a place, we will

- write to you to explain the reasons,
- explain how you can appeal and
- add your child to our waiting list in case a place becomes free.

Our waiting lists are kept until end of each school year. You will need to make a new application if you want to be on the waiting list for the following school year.

## Appeals

If you are not offered a place at the school you requested, you will have the right of appeal. The appeal panel is independent of the school and council and the decision is legally binding.

Before you appeal you:

- should accept any place that you have been offered in case your appeal is not successful
- should think about why you are appealing and [check if it's likely to be successful](#)
- could read the [advice for appealing school places on GOV.UK](#)
- could get independent advice on making an appeal from a charity

Leeds City Council arranges our appeals and you can find the appeal form at [School appeals \(leeds.gov.uk\)](https://www.leeds.gov.uk/school-appeals)

If you are applying for a reception place for September 2022, you need to submit your appeal form by the above deadline to ensure the appeal will be heard before the summer holidays.

**Appeals for Reception, Year 1 and Year 2** – these classes are limited to 30 pupils per teacher by law. This means that appeals for these places are less likely to be successful.

If our school refuses your child a place because of this limit and you want to appeal, you will need to make an infant class size appeal. You can see if your reasons are likely to be successful by reading the Department for Education's [information about infant class size appeals](#).

**Other appeals** - You can appeal because you want your child to attend a particular school. These are successful if the panel agree that the reasons for your appeal outweigh the school's decision not to admit any more children. Wanting your child to go to a school because you think it is the best one in the area is not likely to convince the panel that your child should get a place there.

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### **Fair Access Placements**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the LEA in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol which can be found on the LEA Education website.

### **Children below statutory school age**

- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.
  - Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
  - Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

## **Summer born children** (children born between 1st April and 31st August)

The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child's place is deferred. The non- statutory guidance issued by the Department for Education (DfE July 2013) states:

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.
- School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.
- There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting and a decision will be made in the best interests of the individual child.

## **Fraudulent Applications**

The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.