

### **How old should my child be to apply for a reception class place starting in September 2017?**

Children born between 1 September 2012 and 31 August 2013 should apply for a reception class place starting in September 2017.

### **When can I apply for a place in reception?**

The application process is from 1 November 2016 to the 15 January 2017.

### **How do I apply for a place?**

You can apply online by going to [www.leeds.gov.uk](http://www.leeds.gov.uk) or you can apply on a paper form. You can get a paper form from school offices, on the Leeds City Council website or by contacting the team on 0113 3785952 or [education.annual.cycle@leeds.gov.uk](mailto:education.annual.cycle@leeds.gov.uk).

### **When will I find out what school my child has been offered?**

16 April 2017 is National Offer day. Offers of school places are usually sent out on this date. Because National Offer Day is a Sunday and Monday 17 April 2017 is a Bank Holiday emails will be sent out on Tuesday 18 April 2017.

### **What are admissions policies?**

Admissions policies tell you about the criteria used when deciding who can be offered a place. If there are more applications than places at a school, the priorities set out in the admissions policy are used to allocate places in priority order until the year group is full.

It is important that you look at the admissions policy for each of the schools you are including in your list of preferences as different schools may apply different admission criteria. Admissions policies for Foundation, Voluntary Aided and Academy schools can be obtained from the schools directly, found on their website, or on the Leeds City Council website at

[www.leeds.gov.uk/residents/Pages/Admissions.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions.aspx), or by contacting the Admissions Team on 0113 3785952.

### **What is my priority school?**

The Leeds City Council Admissions Policy applies to all Community and Voluntary Controlled schools and includes criteria based on giving priority for children requesting a place at their 'priority' school. In addition, distance is used when deciding who to offer places to. Your 'priority' school under this policy may not be the closest school to your home address, as not all schools have this nearest priority as part of their admissions policy. We strongly recommend you include your nearest priority school as one of your preferences.

### **Does it matter what order I list my preferences?**

Schools are not informed which order you put your preferences. All applications are considered at the same time. We must offer you the highest preference school which your child qualifies for so please put the schools in order of where you would like your child to attend. Places are not offered on a 'first preference first' basis so your preference order only influences which offer is made where you could be offered more than one of your preferences.

### **If I only provide one preference, do you have to offer me that school?**

Providing just one or two preferences does not in any way increase your chances of being offered a place at these schools as your application for each school is ranked in line with the admissions policy. It does, however, reduce your chances of being offered a school you prefer. If we are unable to offer a preferred school, you will be offered a place at any school with a vacancy available after all other applications have been considered.

### **How are places offered?**

The local authority is required to co-ordinate all applications for reception and year 7 places. This means we receive all the applications centrally, work with schools who determine their own admissions to gather information from them, and send out all the offer letters, making sure each child only receives one offer. We consider all preferences at the same time, but whether we can offer you the place you want for your child will depend on your circumstances and the schools you have asked for. We aim to offer your child a place at your first preference school, taking account of our admissions policy and admission arrangements, and any offers you get from Voluntary Aided, Foundation schools, Free Schools, academies or other local authorities.

### **Will my child transfer automatically from nursery into reception?**

You will still need to apply for a place at the primary school. If your child goes to a nursery class this does not guarantee them a place at the primary school it is attached to. There are often more children in the nursery class than there are places in reception class. There may also be other local children who want a place at the school but do not go to the nursery. You will not be given priority just because your child attends the school nursery.

### **What if I can't be offered a place at a school I would prefer?**

You have the right to appeal against any refusal you receive - please see the Appeals and Waiting lists FAQs for more information.

The Local Authority has a duty to provide a school place within a reasonable distance of your home (measured by straight line). If we are unable to offer a place at any of your preferred schools, we will offer you a place in the closest school with an available place, after all other applications have been considered.

### **Can I find out which schools are closest to my home?**

Contact the Leeds City Council Admissions Team on 0113 3785952 or send an email to [education.annual.cycle@leeds.gov.uk](mailto:education.annual.cycle@leeds.gov.uk). Please remember to include your address when contacting us. Remember, our measurements are based on a straight-line distance from the school to your address. Previous allocation maps for primary schools are on the Leeds City Council website [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions). These show the distances from home to school for the people who were successful in gaining places last year so give an indication of your chances of being offered a place, but these are not formal 'catchment' areas. Most online mapping tools only use postcodes and not the full address. If you want to know your nearest priority school you must ask us for details.

### **What is the 'furthest allocation distance'?**

Places are first allocated to pupils with Education Health Care Plans that name a specific school then the Leeds City Council Admissions Policy prioritises pupils who are Children Looked After, pupils with Special Educational Needs or Medical needs that can only be met at a specific school and pupils who have a sibling(s) attending the same school. The policy then prioritises places based on distance where a school is the nearest school to a pupil's home address (nearest priority) and then the distance to schools that are not nearest to the home address.

Furthest allocation distances are the distance the last pupil allocated a place at a school under one of the distance priorities (Priority 4 – Nearest Priority, Priority 5 – non-nearest priority) lived from the school.

### **Can I delay my child's start date at school?**

There are two ways in which the date a child is due to start school can be delayed. The first is by *delaying* the entry within the academic year and the second is by *deferring* the entry to the following year. If a child will not be 5 when they start school and the parent feels that they are not yet ready to start school, they can request that the child's start date is delayed until later in the school year, for example, to start after Christmas or Easter. If the child is summer born and will not reach their 5<sup>th</sup> birthday until the summer term, they can start school in the following September. This would mean, however, that they start school in year 1 rather than in reception. All of these delays must be agreed between the school, the parent and the Local Authority.

A parent also has the right to request that their child starts reception in the following year (*deferral*). This is a deferral out of chronological year group and means that the child will be educated out of their chronological year group for the rest of their time in school. At the moment this is not an automatic entitlement and all requests will be considered on their merits. More information is available at [www.leeds.gov.uk/residents/Pages/Admissions.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions.aspx).

### **What happens if I move into the area or change address?**

If you move into the area or change address between the closing date in January 2017 and the start of the new school year in September 2017, you must let us know as this could affect your application. We will try our best to offer your child a place at the school you prefer. If there are no places left at any of the schools you wanted, we will offer your child a place at the school closest to your home with available places. Remember that we will find your closest school by measuring in a straight line. If you move to a new address, we will ask you to provide written proof of your new address.

### **I have good reasons why my child should attend my first preference school – so you have to offer them a place there don't you?**

Many parents have good reasons why they would prefer their child to attend a particular school, but while parents have the legal right to express their preference, this is not the same as free choice about where their child is admitted. School admissions policies provide very clear criteria about who can be prioritised over others for a place and you should review the policies to see whether your child meets any of these priority criteria. If they do, please tell us on your application so that the admissions policy can be applied to your application for each school correctly.

### **How can I find out more about a particular school?**

Each school has its own prospectus which sets out how it is organised, its curriculum, statement of ethos, values and aims. You can get a free copy from the school itself and it will help you to make the best decision for your child. Foundation schools, Voluntary Aided schools and Academies must display a copy of their admissions policy on their website. You can also look at the Leeds City Council website [www.leeds.gov.uk/residents/Pages/Admissions.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions.aspx) and follow the direct links to each school page.

### **Useful numbers and contacts**

**Leeds City Council website-**<http://www.leeds.gov.uk/residents/Pages/Admissions.aspx>

**Admissions team-**phone 0113 3785952 email [education.annual.cycle@leeds.gov.uk](mailto:education.annual.cycle@leeds.gov.uk).

#### **Transport**

Information about application forms, bus routes, timetables and up-to-date ticket prices phone 0113 348 1121 or visit [www.generationm.co.uk](http://www.generationm.co.uk). For information about the policy governing free travel phone 0113 247 5268 or email [educ.transport@leeds.gov.uk](mailto:educ.transport@leeds.gov.uk)

**Home education-**phone 0113 395 1183

**Attendance Team** Phone 0113 378 2480

#### **School meals, refreshments and milk-**

All pupils in reception, Year 1 and Year 2 receive free school meals.

To apply for free school meals for older year groups, please contact 0113 222 4404.

#### **School uniforms and other expenses**

Parents should contact the school their child will be attending for information about help with school uniforms.

**Special Educational Needs**-for children with an existing Education Health and Care Plan (EHC) parents should contact their SEN casework officer phone 0113 395 1030. For general information, support and advice about SEN and disabilities contact the Leeds Special Educational Needs and Disability (SEND) Service phone 0113 395 1200.