

Admission Arrangements

Park View Primary Academy

Policy for Admissions 20-21

Policy reviewed: February 2019

Person responsible: Riccardo Paffetti

Date of next review: September 2020

Park View Primary Academy is an inner city multilingual school in South Leeds, serving the communities of Beeston and Holbeck. We are a one form entry school with a 52 place nursery. Since the school opened in September 1992 we have been a popular and over-subscribed school which is highly valued for the significant role it plays in the local community.

Our pupils come from a diverse range of backgrounds and cultures. We work together as a community to provide an excellent start for all our children so that they can be confident learners for life.

Aims of the Policy:

- To provide parents & carers with clear information on how to apply for a place at our school
- To ensure parents & carers know about fair allocation of school places
- To provide clear information on how priorities for children's needs are used without prejudice

NB - To ensure the safety of all our pupils, we will ask parents to provide identity documents for their child(ren) and proof of address in line with our safeguarding processes.

Admissions for starting primary school

By law children must start school no later than the beginning of the school term after their fifth birthday. In Leeds, children normally start school at the beginning of the academic year in which they have their fifth birthday, so if a child was born between **1 September 2015 and 31 August 2016**, he or she will start primary school in September 2020.

At Park View Primary Academy we have 30 places available for those children starting reception class.

The Local Authority invite applications for children starting primary school in September 2020 between November 2019 and January 2020. Further information can be found on the Leeds City Council Admissions pages at <http://www.leeds.gov.uk/residents/Pages/Admissions.aspx>.

Park View Primary Academy have opted to follow the Leeds Local Authority Admissions Policy (*see [Appendix 1 below](#)*). Applications can be made online.

Applications must be made for a school place using the address where your child lives for the majority of the time.

Allocation of School Places

The admissions policy describes how places are allocated. Full details can also be found in the booklet **Starting Primary School in Leeds – a guide for parents and carers 2020** in the **Documents** section on the LCC admissions page listed above.

Children with an education health and care plan will be admitted to the school named on their plan. LCC will offer places to children in the following order of priority (*see [Appendix 1 below in full](#)*) :

Priority 1

- a) Children in public care or fostered under an arrangement made by the local authority.
- b) Pupils without an Education Health Care Plan (EHC plan) but who have Special Educational Needs, or with exceptional medical or mobility needs, that can only be met at a specific school.

Priority 2

Children with older brothers or sisters who will be at school at the start of the academic year and are living at the same address.

Priority 3

N/A as Park View Primary Academy is not an infant or junior school.

Priority 4

Priority will be given to parents who put their nearest school. This does not include any schools which act as their own admitting authority and who do not have a 'nearest' criteria in their admission policy. If we have more applications than there are places, places will be offered first to children living nearest to the school (measured in a straight line).

Priority 5

Priority will be given to parents who choose a Leeds school, which is not the one nearest to their home address. If there are more applications than there are places, places will be offered first to children living nearest the school.

It is important to read the notes at the end of the policy which gives more detail, in particular with regard to children who are in the care of the local authority or have been adopted from local authority care, issues regarding special education needs, siblings definitions, and distance definitions.

Late Applications

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any primary applications returned or amended after the **12th February 2020** will be dealt with as late applications, meaning they will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons for the late application.

Offers for starting primary school

Offers of school places will be sent to you on **16th April 2020** by Leeds Admissions. Online applications will be informed by e-mail.

If you wish to accept an offer to Park View Primary Academy, you must confirm this to school.

Admission Appeals for starting primary school

If you have not been offered a place at Park View Primary Academy you can appeal against the refusal, Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at <http://www.leeds.gov.uk/admissions>. A **Class Size Admission appeal form** will be sent out by Leeds Admission or can be downloaded from their website at <http://www.leeds.gov.uk/residents/Pages/Admissions-Appeals.aspx> -

Documents section, alternatively you can collect an appeal form from the school office. Appeal forms need to be returned to Leeds City Council.

All appeals against a decision for a Reception place will be heard within 30 school days. If you do not reply by the deadline, your appeal will be heard but we cannot guarantee to hear your appeal before the end of the term and appeals are not generally held in the school holidays. Your child will also be added to the waiting list for this academy.

Appeals should be addressed in writing to the Admissions Team at Leeds City Council within 21 days of receiving the decision letter from Leeds Education Authority. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard within 30 school days of the deadline for receipt of appeal applications.

If you wish, you may be accompanied by an adviser or friend. Following the appeal the clerk to the appeals panel will write to you with the decision.

Waiting List for starting primary school at Park View Primary Academy

Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be the same as those provided within this policy. It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

Any child who has not been given a place at Park View Primary Academy will be added to the waiting list if you have already submitted an appeal. However, you can add your child's name to the waiting list without going through the formal appeal process. **The Waiting list deadline is 31st December 2020.**

Criteria for updating and applying the waiting list will be as those outlined by Leeds Local Authority Admissions. If your child has been placed on the waiting list, you will be informed and asked to confirm that you wish to leave your child's name on the list, which will be **retained until the end of the autumn term 2021.**

Delayed Entry to School for starting primary school

If you feel that your child is not yet ready to start school and they have not yet reached their fifth birthday, you can request that the start date for your child is delayed until later in the school year. You can also request that your child starts school on a part-time basis. If you wish to request a later start time or discuss part-time attendance you should contact our Admissions Officer at school to discuss this further.

Where a child is born after 1 April and you delay entry for your child until they reach statutory school age this will generally be to start in year 1 September 2021. In such cases you will need to apply for a school place in year 1, and should contact Park View Primary Academy directly to see if a Year 1 place is available.

Deferred Entry to School for starting primary school

Alternatively, for a few summer born children, you may hold a view that the best option is for your child to defer entry to school, and be educated out of their chronological year group. This would mean they **start reception in September 2021 when they are 5. This is not an automatic entitlement**, and all cases will be assessed individually. You should tell us as soon as you think you wish to consider this option. If you wish to request this so you should apply for deferment out of chronological age group. For more information, please click on the deferment out of chronological year group from the **Documents** section on the Leeds City Council Admissions website.

Admission Appeals (outside the normal annual admissions cycle)

If you have not been offered a place at our school you can appeal against the refusal.

If you are appealing for a place in Reception (outside the normal admissions round), Year One or Year Two please use the **Class Size Admission appeal form** which can be found on the Leeds City Council website, Admission page website at :

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals> **Related Documents** section at the bottom of the page

If you are appealing for a place in Year 3 and above please use **the Leeds City Council Appeal Form, which should be downloaded, completed and returned to Leeds City Council, details can be found at :**

<https://www.leeds.gov.uk/docs/Admission%20appeal%20form%20for%20Leeds%20schools.pdf>

Appeals should be addressed in writing to the Admissions Team at Leeds City Council within 21 days of receiving the decision letter from Leeds Education Authority. The envelope should be clearly marked "Admission Appeal".

Your appeal will be heard within 30 school days of the deadline for receipt of appeal applications.

Parents and carers will receive notification of the date and time of their appeal hearing, which they can attend to explain their case. **This will include a final deadline for submitting any additional information**

If you wish, you may be accompanied by an adviser or friend. Following the appeal the clerk to the appeals panel will write to you with the decision.

Waiting List (outside of the normal annual admissions cycle)

Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be the same as those provided within this policy. It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

You can add your child's name to a waiting list without going through the formal appeal process. However, you will need to complete an In-Year Preference Form (ICPF), which can be collected from our school office. These should be returned to school and we will forward onto the Admissions Team at Leeds City Council, who will add your child to the waiting list of Park View Primary Academy if there are no places available.

Criteria for updating and applying the waiting list will be as those outlined by Leeds Local Authority Admissions. If your child has been placed on the waiting list, you will be informed and asked to confirm that you wish to leave your child's name on the list, which will be **retained until the end of the academic year.**

If you wish your child to remain on the waiting list, a new application should be made at the start of the new academic year in September 2021.

Admissions, transferring between schools

If you wish to transfer school or are applying for a school place other than starting primary school for the first time **you need to approach the school directly.**

For in year admissions and transfers we follow the LCC In Year Pathfinder Guidance :

Please see flowchart [Appendix 2](#)

The process

- Parents can approach the schools within the Pathfinder for direct admission.
- If you would like to request a place at Park View Primary Academy, we will ask you to complete an In Year Common Preference Form (ICPF) ([Appendix 4](#)) regardless of whether or not there are spaces available.
- We will advise you verbally if there are no spaces available.
- If there are possible spaces, you will be advised after 24 hours.

The school will check SAM (School Admissions Module) for final offers and waiting lists and call the LA to see if there are any other applicants awaiting processing. If there are spaces or not, the school will inform you of the decision verbally.

- We will send application forms to the LA by email or post and inform the LA of the school's decision. If a place has been refused, the school will give you reasons for the decision.
- In all cases the LA will write to you to confirm the offer or refusal.
- If a place has been refused, the LA will include information about other local schools and vacancies to help you find an alternative place.

You will still have the right of appeal – please see details above.

You must apply for a school place using the address where your child lives for the majority of the time.

Please note : Transferring schools can be very disruptive to a pupil. Although the National Curriculum is taught in all schools, they teach each part of the curriculum at different times of the year. Your child may miss important work. If you are moving because your child is having problems, it is best to talk through any problems with the Principal or Headteacher of their current school.

Determined admissions arrangements

Admissions policies and fair access protocol

If you would like advice or information, please contact Leeds City Council Admissions on 0113 222 4414.

Fair Access Protocol

Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area. The protocol applies to children moving school and not to those starting primary or secondary school for the first time in September.

Its aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Please see [Appendix 3](#) below for the protocol **Co-ordinated Admissions**

The coordinated admissions scheme is a time table for communications about school admissions between schools, local authorities and admissions authorities.

The Primary in year co-ordination scheme, Secondary in year co-ordination scheme, Adjudicator Report and Fair Access Protocols are all available in the **Documents** section of the Leeds City Council Admissions section.

Fair Access

- If we wish the case to be refused, we will provide the specific reasons for prejudice / refusal with any evidence we have, so the case can be referred to Fair Access. We will inform you that the LA will contact you regarding your request.
- If we wish to admit your child as you meet one of the Fair Access categories, we will advise the LA so we receive FAP credit.

Fair Access Categories

- History of serious attendance issues (less than 85%)
- Parents are UK Service personnel or Crown Servants
- Living in Vulnerable Accommodation or Homeless
- Young Carer
- Traveller Child
- Asylum Seeker/Refugee
- Unaccompanied Asylum Seeker Child
- Looked After Child
- Statement of SEN
- School Action Plus or Special needs requiring specific support
- A disability/serious medical condition
- Behaviour is causing concern or at risk of permanent exclusion
- Child Missing Education for more than one term
- Known to the police or any other agencies

Attendance Strategy Team
Youth Offending Service
Pupil Referral Service
Inclusion Worker
Best Team

Social Services
Educational Psychologist
Courts, Police or Judiciary Involvement
0-16 Team
Other(details to be given)

- Returning from the criminal justice system
- Permanently excluded
- Returning from a Pupil Referral Unit
- Withdrawn from school following a fixed term exclusion
- Withdrawn for Elective Home Education

APPENDIX 1

Leeds Admission Policy 2020/21 Primary phase

NB – this is a proposed policy and may be subject to change. Full details can be found on the Leeds City Council Website : [School Admissions Policy Consultation](#)

The admissions policy for Leeds community and voluntary-controlled schools for entry to Reception (Primary Schools) and Year 3 (Junior Schools) in September 2020

The Chief Executive of Leeds City Council makes all offers of a school place for Reception as Leeds City Council is the admissions authority for these schools. Headteachers or school-based staff are not authorised to offer a child a place for Reception for September entry.

The authority to convey the offer of a place has been delegated to schools for places in other year groups and for entry to Reception outside the normal admissions round.

This Leeds City Council Admission Policy (Primary) applies to the Community and Voluntary Controlled schools listed in Annex A where the published admission number (PAN) for 2020/21 for those schools is also listed.

Children with an Education, Health and Care Plan (EHCP) will be admitted to the school named on their plan.

Where there are fewer applicants than places available, all applicants will be offered a place.

Where there are more applicants than places available, places will be offered in the following order of priority:

Priority 1

a) Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority (see note 1).

b) Pupils without an EHC plan but who have Special Educational Needs, or exceptional medical or mobility needs, that can only be met at a specific school (see note 2).

Priority 2

Children with brothers or sisters who will be attending the school at the start of the academic year and are living at the same address (see note 3). This includes priority for a sibling applying for an infant school where the sibling is or will be attending the linked junior school. This priority will not apply where the sibling joined the sixth form from a different school.

Priority 3

Where children attend the following infant and junior schools they will have priority for the linked infant or junior school:

Rothwell Haigh Road Infant linked to Rothwell Victoria Junior.

Priority 4

Children who live in the defined catchment priority area for the school. (Maps showing the defined catchment area for each school are shown on the Leeds City Council Admissions website school.)

Priority 5

All other children

Tie Break

If we have more applications which meet one of these priorities than there are places available, we will offer places first to children living nearest the school, measured in a straight line. (see note 4).

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, witnessed by an independent person.

Note 1

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a **previously looked after child**, you will need to complete a **Priority 1a Supplementary Information Form** available at *appendix 1* and send this with a copy of the court order so the LA can verify this priority.

Note 2

The priority will be given to children based on their exceptional medical or social needs. Each application must include a **1B Supplementary Information Form** available at *appendix 2* along with supporting evidence, from a medical specialist or social worker of the child’s need and why the child must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child’s medical or social needs cannot be considered.

Cases will be considered individually by a professional panel and where necessary in consultation with the school that has been preferred.

Note 3

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. The priority will not apply where an older sibling joined the sixth form from a different school

Note 4

In Leeds we use a straight-line distance system. We use a national computer system to run our school-admission system. As part of this system there is a program that measures the ‘straight-line’ distance

from a defined point on the main school building to your home address. The point we measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use the centre of your dwelling.

Note 5 Catchment areas

Each of the community and voluntary controlled primary schools in Leeds has a defined catchment area. These can be viewed on the maps available at www.leeds.gov.uk/admissions

You can apply for any school but if you live in the catchment area for a community or voluntary controlled school your application will receive a higher priority at that school than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.

If you don't live in Leeds

If you live in another local authority and you live in the defined catchment area for a Leeds school, your application will receive the relevant priority under our admissions policy.

Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Late Applications

If you return the preference form after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any primary applications returned or amended after **12 February 2020** will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications received after 12 February will be considered before placements are made (where no preference could be met).

Accepting Offers

Parents will be asked to accept the offer of a school place directly with the school. This will not affect their position on any waiting list for a higher preference, or their right to appeal. Parents who do not wish to accept the offer, or do not accept the offer within a reasonable time, may have the place withdrawn. This may leave your child without a school place.

Waiting List

After offers have been made on **16 April**, parents can ask to go on the waiting list for any school.

Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2021). Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Please be aware that if your child is placed on a waiting list after Offer day and a place becomes available at a higher preference school before the end of **August 2020**, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

Nursery

A place in a nursery does not guarantee a place in the school. Parents must apply for a place if they want their child to transfer to the reception class.

Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

Starting Reception Age

Children are expected to start primary school in the September following their 4th birthday. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5th birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5th birthday, or at the latest, the start of term after the Easter break.

You can also request that your child attends part-time until he/she reaches compulsory school age. You should discuss delayed or part-time attendance with the school

Deferment for summer born children (admission out of chronological age)

Parents of children born between 1 April 2016 and 31 August 2016 who wish to defer entry into reception until September 2021 should still apply in the normal admission round for 2020, and indicate this on their preference form. Applicants should also complete the **application form** at *appendix 3* and attach any available evidence of the need for deferment from any associated professionals.

The application will be considered by a panel of early years education experts and headteachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

Applications outside the normal admission round (in- year applications)

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, you will be offered a right of appeal and will be added to the waiting list.

Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

Where no house move has taken place, you will be offered a place to start at the beginning of the next term, unless no other accessible school place is available to you.

You can find out about vacancies in schools on www.leeds.gov.uk.

Appeals

Where we have not been offered a place at the school you preferenced, you have the Right to Appeal against the refusal to offer a place. Leeds City Council has an appeals timetable containing deadlines and timescales which can be found at www.leeds.gov.uk

Appeals against a decision for a transfer of school place, outside the normal admission round, can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the in-year application has been processed and the right of appeal has been issued).

Fair Access Protocol

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. Its aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions

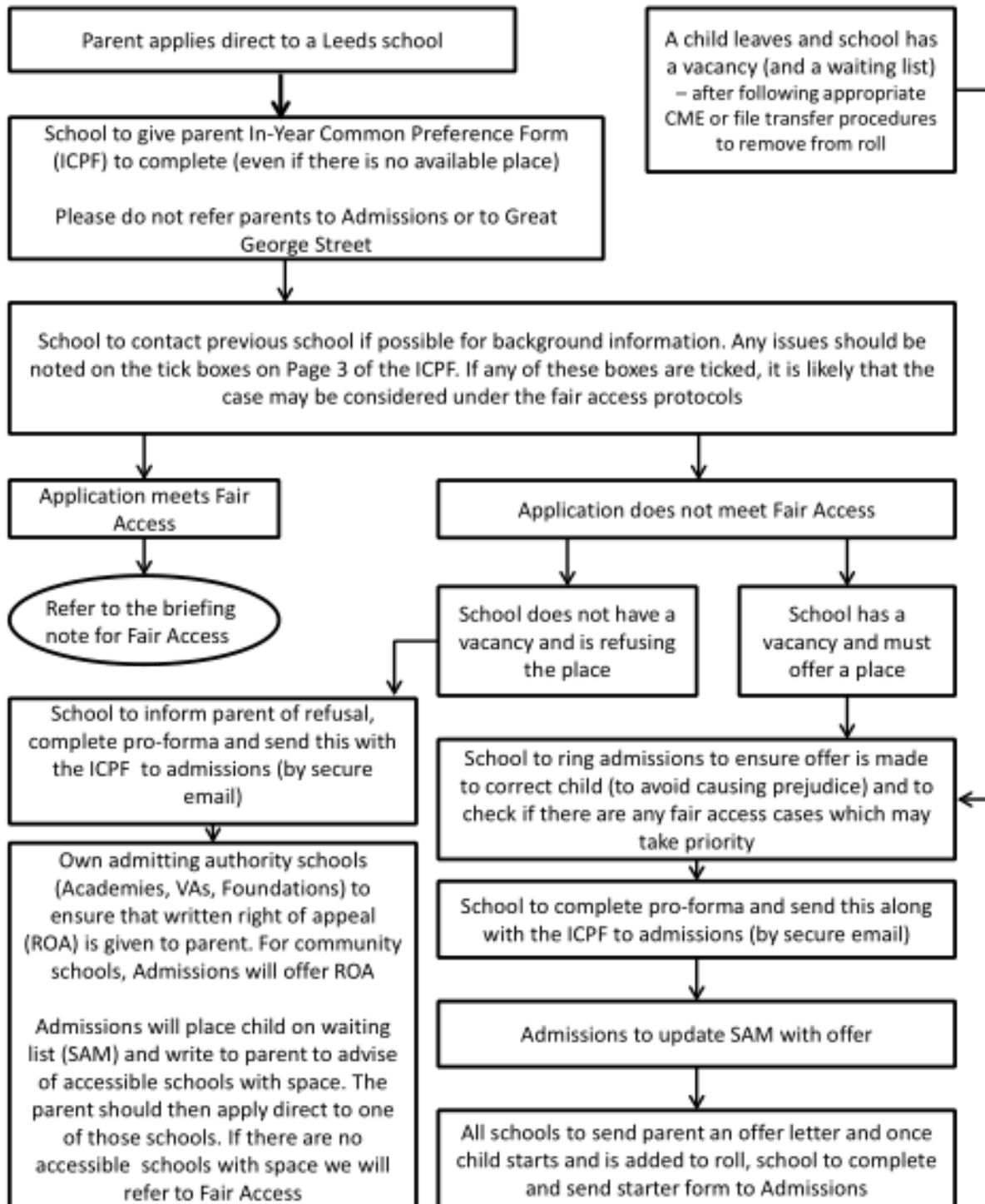
Annex A – Community and Voluntary Controlled Schools where the Leeds City Council Admissions Policy applies

Please visit www.leeds.gov.uk/admissions for list

Further documents can also be found by visiting www.leeds.gov.uk/admissions

- School Admissions Priority 1a Supplementary Information Form (to be completed when requesting priority admission for a **previously** looked after child)
- Priority 1b Admissions Supplementary Information Form (to be completed by parents who are requesting priority admission at one specific school due to exceptional needs (Priority 1b of the Admissions Policy))
- Request to join a school out of chronological year group application form

In Year School Admissions Process



APPENDIX 3

This scheme requires inter-authority co-ordination by the local authorities for:

- a. North Yorkshire, Kirklees, Bradford and City of Wakefield

Leeds Admission Authorities

In Leeds there are a number of different admission authorities, as follows:

Type of school	Admission Authority
Voluntary Aided	Governing Body
Voluntary Controlled	Leeds City Council
Community	Leeds City Council
Academy	Academy Trust
Foundation Trust	Governing Body

A list of all schools in the Leeds City Council Area is provided at Appendix 1a. This also confirms who is the admitting authority for each school at January 2019 when this scheme was determined.

Should any schools adopt foundation status, become academies or free schools their Governing Bodies or Academy Trust will take up responsibility as admission authorities.

Applications in the Normal Round

The Leeds Common Preference Form

An online application facility will be available during the application period:

1 November 2019 – 15 January 2020.

There will also be a standard form known as the Common Preference Form (CPF) to be used within the Local Authority (LA) area. The CPF will be used for the purpose of admitting pupils into the first year of primary education (Reception) and year 3 in junior schools. The CPF or online system must be used as a means of expressing up to five preferences by parents resident in Leeds.

- a. for admission to a school within the LA (including Voluntary Aided and Foundation schools, Academies or Free Schools);
- b. for admission to a school located in another LA's area (including Voluntary Aided, Foundation schools, Academies or Free Schools.)

Parents will be asked to express up to five preferences including, where relevant, any schools outside the LA's area, in rank order of preference. Where other LA's provide for additional preferences those parents will need to have expressed a preference for a Leeds school as one of their first five preferences to ensure Leeds parents are treated equitably.

Parents may give their reasons for each preference.

Parent will be informed that they will receive no more than one offer of a school place from the local authority and that:

- i. a place will be offered at the highest ranking preference for which a place may be available; and
- ii. if a place cannot be offered at a preferred school and the address is in Leeds, a place will be offered at the closest school with places available.
- iii. if a place cannot be offered at a preferred school, and the address is not in Leeds, the home authority will be responsible for allocating an alternative school.

The closing date, **15 January 2020**, and where the form must be returned in accordance with the timetable will be specified.

The local authority will make appropriate arrangements to ensure:

- a. that the CPF is available on request from the Admissions Team, on the website and from all primary schools in the Leeds area; and
- b. that the CPF is accompanied by a written explanation of the co-ordinated scheme and this is available for parents
- c. that parents have the facility to make an online application for a school place up to the deadline for applications

The local authority will take all reasonable steps to ensure that every parent resident in Leeds who has a child about to start Reception year or transfer from Infant school into year 3, can apply online, or access a copy of the CPF.

After the closing date of **15 January** we will forward details of the applications, but not the parents ranking, to other admission authorities within the Leeds area, and to other LAs if a preference has been made for a school in another Local Authority area. This will include Voluntary Aided and Foundation schools and Academies.

Governing Bodies or Academy Trusts, which are admission authorities for their school, must relay information back to the local authority showing the order in which they rank the applications for places, by a date specified in this scheme.

Supplementary Information Form (SIF)

All preferences expressed online or on the CPF are valid applications. The governing body of Voluntary Aided, Foundation, Academy and Free Schools can require parents who have asked for a place at their school to provide additional information on a Supplementary Information Form. This form can only be used where additional information is required for the governing body to apply their over subscription criteria to the application.

Where a Voluntary Aided, Foundation, Academy and Free Schools require a SIF it cannot consider an application unless the parent has expressed a preference for their school. The SIF will state that the SIF must be returned to the school. Where a SIF is required, the school should follow up any that have not been received.

Testing

There are no maintained primary, infant or junior schools in Leeds that require a test in order to gain admission.

The application process

Parents can apply online or obtain a CPF from any Leeds primary, infant or junior school. Where a parent chooses to return a paper preference form to a school, the school should:

- Gather in the completed forms and issue the parent a receipt
- Check them for factual detail
- Offer advice to the parent if the parent has misunderstood some aspect of the procedure
- Send the forms in a batch keeping a record of all forms sent
- Advise the parent of a child from another LA to contact that LA

Allocation of places

The local authority will act as a clearing house for the allocation of places by the relevant admission authority in response to the applications and will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:

- a. it is acting in its separate capacity as an admission authority, or
- b. an applicant is eligible for a place at more than one Leeds school, or
- c. an applicant is not eligible for a place at any school that the parent has nominated and lives in Leeds.

The local authority will match the ranked list against the ranked lists of the other nominated schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Will use the over subscription criteria in the admission policy published in the Starting Primary School Parents Guide for deciding places in Community and Controlled schools.

If the Local Authority cannot offer parents or carers a place for their child at any of the schools they preference, we will offer their child a place at the closest school that has places available when we make the offer. This is called a placement offer. A placement offer can be made at any school with a vacancy available, including Voluntary Aided, Foundation schools or Academies where their governing bodies have given the Local Authority permission to do so.

Where the child is not eligible for a place at a nominated school, and the child is not resident in Leeds, the home LA will be responsible for their education.

The local authority will notify the Academy, Foundation and Voluntary Aided admission authority of the single offer to be made by the deadline in this scheme.

The local authority will notify the home LA if a place is to be offered or not by the deadline in this scheme. The home LA will then make offers on behalf of Leeds LA. Leeds LA will endeavour to work with other LAs so that only a single offer is made.

The offer of a place

Parents will be notified by the local authority that they are being offered a place at the allocated school. This letter or email will be sent on **16 April 2020**. The offer correspondence will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of their higher preference schools asked for, if they are not being offered their highest preference;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for the school and Local Authority (and those preferenced Academies, Foundation and Voluntary Aided schools where they were not offered a place, so that they can lodge an appeal with the governing body);

Parents offered a Community or Voluntary Controlled school will be required to accept the offer of a school place by **30 April 2020**. All other schools within Leeds and schools in other LAs may also require parents to accept the offered school. In the case of these schools, failure to accept the place by the deadline may result in the place being withdrawn and offered to another applicant.

Waiting lists

Where the child has been refused a place at a preferred Voluntary Aided or Foundation school or Academy, instructions as to how the parents can add their child's name to the schools waiting list are in the school's Admission policy.

A waiting list for all schools will be maintained until at least **31 December 2020**

For community and voluntary controlled schools the waiting list will remain open until **26 July 2020** for Reception or Junior school places starting September 2020. Voluntary Aided, Foundation School and Academies may also extend their waiting lists and this will also be outlined in the in the school's individual Admissions policy.

Applications received after the closing date of 15 January 2020

The closing date for applications to be received in school, directly to the local authority or online in the normal admission round is **15 January 2020**.

The local authority will endeavour to process any applications received until **12 February 2020** and liaise with any Voluntary Aided or Foundation schools or Academies listed.

After **12 February** late applications will be considered only after all on time applications unless there are significant or exceptional reasons. Late applications will be considered before placements are made (where no preference could be met).

Where the other admission authorities have already ranked their applications, any preference received after **12 February** may not be able to be considered, even as a late preference. The Admissions Policy for the school will set out whether late applications are permitted. Other LAs may not accept any late applications without proof of exceptional reasons.

Late supplementary information forms must be sent to the Voluntary Aided school concerned as without the SIF it will not be possible for the Governors to rank the application under their admission policy. Where the other admission authorities have already ranked their applications then any SIFs received after **15 January 2020** may not be able to be considered along with on time applications.

Change of Preference

Parents will not be allowed to change their preferences after **15 January 2020** without genuine reasons, for example, if they move home after this date.

School transfer (In year) applications

The Leeds In-year Common Preference Form (ICPF) will be submitted to the Local Authority.

The LA will act as a clearing house for the application by forwarding details of the application to other admission authorities within the Leeds area. This will include Voluntary Aided and Foundation schools, Academies, Community and Voluntary Controlled schools. The other admissions authorities will then make decisions on whether they can admit the child, and notify the family directly and inform the LA.

Any applications for a preferred schools in another LA area would need to be made via that Local Authority.

EXPLANATORY NOTE – PRIMARY SCHOOLS

Leeds LA acts as the clearing house for all parents in Leeds. Every parent in Leeds must complete a single application either online or in paper, even if they attend a Leeds Voluntary Aided or Foundation Primary school or an Academy or Free school and want a Voluntary Aided or Foundation Primary school or an Academy or Free school in another LA.

If a parent in a neighbouring LA wants their child to attend a Leeds school they must apply to their home LA. The home LA will forward the details onto Leeds who, in turn, will forward the applicant's details onto the Leeds Voluntary Aided or Foundation School or Academy (Leeds LA will deal with the application if it is for a Community or Voluntary Controlled School). The admitting authority determine to whom they will make an offer to, by applying their admission policy, and inform the local authority of the ranked order of offers. The process then works in reverse, the school informs the local authority who in turn inform the neighbouring (home) LA. It is the home LA who then writes the offer letter on behalf of the governors of the Leeds Voluntary Aided or Foundation School or Academy.

For example It could be that the parent in another LA preferences 1. A school in their home LA. 2. A Voluntary Aided Leeds School. 3. A Leeds Community school. It could be that the parent receives an offer from all three admission authorities as they meet the criteria for all three schools. In these circumstances the local authority will offer the highest school asked for and make this known to the home authority. The home authority is responsible for writing the offer letter.

There could be cases where Leeds parents' preference schools in other LA's and the process described above works in reverse. The parent applies to Leeds, Leeds LA send the details to the other LA, and they in turn forward the applicant's details onto their Voluntary Aided or Foundation school or Academy. The governing body determines that an offer should be made and inform their home LA, they forward the offer onto Leeds LA and Leeds LA then write the offer letter on behalf of the neighbouring LA Voluntary Aided or Foundation School or Academy.

Primary Timetable 2020/2021 for Aided, Community, Foundation Schools and Academies

1 November 2019	Applications open information sent out to Leeds parents
15 January 2020	Closing date for the applications It is also the closing date for Supplementary Information Forms to be returned to individual Voluntary Aided schools. Voluntary Aided schools and the local authority will forward any forms sent to them in error
15 February 2020	Education, Health and Careplan (EHCP) deadlines for naming a school provision
12 February 2020	Applications received after this date will be considered as late applications,
5 March 2020	Where the parent has expressed a preference for a school in another Local Authority Leeds LA will send the information to those Local Authorities for them to apply their admission policies
5 March 2020	Where the parent has listed a Voluntary Aided, Foundation or Academy without testing arrangements, Leeds will share details to those admission authorities for them to apply their admission policies.
13 March 2020	Voluntary Aided and Foundation schools and Academies will inform the local authority of the ranked list indicating who will and who will not be offered a place.
12 March 2020 - 19 March 2020	Preference data exchanged with other Local Authorities.
26 March 2020	Final run by Leeds LA
3 April 2020	Final exchange of confirmation of offers shared with other LAs
16 April 2020	Offer Day
June 2020 to July 2020	Admission appeals
May 2020 to end of August 2020	Reallocation of Vacant places and communicating those results to other authorities
27 July 2020	Closure of waiting lists
September 2020	Children start in Reception or at Junior School

APPENDIX 1 – List of all schools in Leeds area, age range, School Type and Admitting Authority at 11 Jan 2019

School name	Age Range	School Type	Admitting authority
Aberford C of E (C) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Adel Primary School	3 to 11	Community School	Leeds City Council
Adel St John the Baptist C of E (A) Primary	5 to 11	Voluntary Aided School	Governing Body
All Saints Richmond Hill C of E(A) Primary School	3 to 11	Voluntary Aided School	Governing Body
Allerton Bywater Primary School	3 to 11	Academy Converter	Academy Trust
Allerton C of E(C) Primary	3 to 11	Voluntary Controlled School	Leeds City Council
Alwoodley Primary School	3 to 11	Community School	Leeds City Council
Armley Primary School	3 to 11	Community School	Leeds City Council
Ashfield Primary School	3 to 11	Community School	Leeds City Council
Asquith Primary School	3 to 11	Community School	Leeds City Council
Austhorpe Primary School	5 to 11	Academy Converter	Academy Trust
Bankside Primary School	3 to 11	Community School	Leeds City Council
Bardsey Primary School	5 to 11	Foundation School	Governing Body
Barwick-in-Elmet C of E(C) Primary	3 to 11	Voluntary Controlled School	Leeds City Council
Beechwood Primary School	3 to 11	Foundation School	Governing Body
Beecroft Primary School	3 to 11	Community School	Leeds City Council
Beeston Hill St. Lukes C of E(A) Primary School	3 to 11	Voluntary Aided School	Governing Body
Beeston Primary School	3 to 11	Foundation School	Governing Body
Beeston St. Anthonys Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
Beeston St. Francis of Assisi Catholic Primary	3 to 11	Voluntary Aided School	Governing Body
Birchfield Primary School	3 to 11	Community School	Leeds City Council
Blackgates Primary School	3 to 11	Academy Sponsor Led	Academy Trust
Blenheim Primary School	3 to 11	Foundation School	Governing Body
Bracken Edge Primary School	3 to 11	Community School	Leeds City Council
Bramham Primary School	5 to 11	Community School	Leeds City Council
Bramhope Primary School	5 to 11	Community School	Leeds City Council
Bramley Primary School	3 to 11	Academy Sponsor Led	Academy Trust
Bramley St. Peters C of E(A) Primary	5 to 11	Voluntary Aided School	Governing Body
Broadgate Primary school	3 to 11	Community School	Leeds City Council
Brodetsky Primary School	3 to 11	Voluntary Aided School	Governing Body
Brownhill Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Brudenell Primary School	3 to 11	Foundation School	Governing Body
Burley St Mathias C of E(C) Primary	5 to 11	Voluntary Controlled School	Leeds City Council
Calverley C of E (A) Primary School	5 to 11	Voluntary Aided School	Governing Body
Calverley Parkside Primary School	3 to 11	Academy Sponsor Led	Academy Trust
Carlton Primary School	3 to 11	Community School	Leeds City Council
Carr Manor Community School - Primary Campus	5 to 11	Community School	Leeds City Council

Carr Manor Primary School	3 to 11	Community School	Leeds City Council
Castleton Primary school	3 to 11	Community School	Leeds City Council
Chapel Allerton Primary school	3 to 11	Community School	Leeds City Council
Christ Church Upper Armley C of E(C) Primary	5 to 11	Academy Sponsor Led	Academy Trust
Christ the King RC Primary School	5 to 11	Academy Sponsor Led	Academy Trust
Churwell Primary School	3 to 11	Community School	Leeds City Council
Clapgate Primary School	3 to 11	Foundation School	Governing Body
Cobden Primary School	3 to 11	Community School	Leeds City Council
Collingham Lady Elizabeth Hastings C of E (A) Prim	5 to 11	Voluntary Aided School	Governing Body
Colton Primary School	3 to 11	Academy Converter	Academy Trust
Cookridge Primary School	5 to 11	Foundation School	Governing Body
Co-Op Academy Beckfield	3 to 11	Academy Sponsor Led	Academy Trust
Corpus Christi Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
Cottingley Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Cross Gates Primary School	3 to 11	Foundation School	Governing Body
Crossley Street Primary School	3 to 11	Community School	Leeds City Council
Dixons Trinity Chapeltown Primary Campus	5 to 11	Free School	Academy Trust
Drighlington Primary School	3 to 11	Community School	Leeds City Council
East Ardsley Primary Academy	3 to 11	Academy Converter	Academy Trust
East Garforth Primary Academy	3 to 11	Academy Converter	Academy Trust
Ebor Gardens Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Elements Primary School	5 to 11	Free School	Academy Trust
Farsley Farfield Primary School	3 to 11	Community School	Leeds City Council
Farsley Springbank	5 to 11	Community School	Leeds City Council
Fieldhead Carr Primary School	3 to 11	Community School	Leeds City Council
Five Lanes Primary	3 to 11	Community School	Leeds City Council
Fountain Primary School	3 to 11	Community School	Leeds City Council
Gildersome Primary School	5 to 11	Community School	Leeds City Council
Gledhow Primary School	3 to 11	Community School	Leeds City Council
Grange Farm Primary School	3 to 11	Foundation School	Governing Body
Great Preston C of E (C) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Green Lane Primary Academy	3 to 11	Academy Converter	Academy Trust
Greenhill Primary School	3 to 11	Community School	Leeds City Council
Greenmount Primary School	3 to 11	Community School	Leeds City Council
Greenside primary school	5 to 11	Community School	Leeds City Council
Grimes Dyke Primary School	3 to 11	Community School	Leeds City Council
Guiseley Primary School	3 to 11	Foundation School	Governing Body
Harehills Primary School	3 to 11	Community School	Leeds City Council
Harewood C of E (C) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Hawksworth C of E(A) Primary School	5 to 11	Voluntary Aided School	Governing Body
Hawksworth Wood Primary School	3 to 11	Community School	Leeds City Council
Highfield Primary School	5 to 11	Community School	Leeds City Council
Hill Top Primary Academy	3 to 11	Academy Converter	Academy Trust
Hillcrest Academy	3 to 11	Academy Sponsor Led	Academy Trust
Hollybush Primary School	3 to 11	Community School	Leeds City Council
Holy Name Catholic Primary	5 to 11	Academy Sponsor Led	Academy Trust

Holy Rosary & St. Annes Catholic Primary	3 to 11	Voluntary Aided School	Governing Body
Holy Trinity C of E (A) Primary School	5 to 11	Voluntary Aided School	Governing Body
Holy Trinity Church of England Academy	5 to 11	Academy Sponsor Led	Academy Trust
Horsforth Featherbank Primary School	5 to 11	Community School	Leeds City Council
Horsforth Newlaithes Primary School	5 to 11	Community School	Leeds City Council
Horsforth St Margarets C of E (C) Primary	5 to 11	Voluntary Controlled School	Leeds City Council
Hovingham Primary School	3 to 11	Community School	Leeds City Council
Hugh Gaitskell Primary School	3 to 11	Foundation School	Governing Body
Hunslet Carr Primary School	3 to 11	Community School	Leeds City Council
Hunslet Moor Primary School	3 to 11	Community School	Leeds City Council
Hunslet St Josephs RC Primary School	5 to 11	Voluntary Aided School	Governing Body
Hunslet St Marys C of E (A) Primary	5 to 11	Voluntary Aided School	Governing Body
Immaculate Heart of Mary Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
Ingram Road Primary school	3 to 11	Community School	Leeds City Council
Ireland Wood Primary School	5 to 11	Foundation School	Governing Body
Iveson Primary School	3 to 11	Foundation School	Governing Body
Kerr Mackie Primary School	3 to 11	Community School	Leeds City Council
Khalsa Science Academy	5 to 11	Free Schools	Academy Trust
Kippax Ash Tree Primary School	3 to 11	Academy Converter	Academy Trust
Kippax Greenfield Primary School	5 to 11	Academy Converter	Academy Trust
Kippax North Junior & Infant School	3 to 11	Academy Converter	Academy Trust
Kirkstall St Stephens C of E (A) Primary	5 to 11	Voluntary Aided School	Governing Body
Kirkstall Valley Primary School	3 to 11	Community School	Leeds City Council
Lady Elizabeth Hastings C of E (A) Primary School (Ledston)	5 to 11	Voluntary Aided School	Governing Body
Lane End Primary School	3 to 11	Foundation School	Governing Body
Lawns Park Primary School	3 to 11	Community School	Leeds City Council
Little London Community Primary School and Nursery	5 to 11	Foundation School	Governing Body
Low Road Primary School	3 to 11	Community School	Leeds City Council
Lower Wortley Primary School	3 to 11	Community School	Leeds City Council
Manston Primary School	5 to 11	Community School	Leeds City Council
Manston St. James Primary Academy	5 to 11	Academy Converter	Academy Trust
Meadowfield Primary	3 to 11	Academy Converter	Academy Trust
Meanwood C of E (A) Primary School	5 to 11	Voluntary Aided School	Governing Body
Methley Primary	3 to 11	Academy Sponsor Led	Academy Trust
Micklefield C of E (C) Primary School	3 to 11	Voluntary Controlled School	Leeds City Council
Middleton Primary School	5 to 11	Academy Converter	Academy Trust
Middleton St Marys C of E (C) Primary	3 to 11	Voluntary Controlled School	Leeds City Council
Middleton St. Philips Catholic Primary and Nursery	3 to 11	Voluntary Aided School	Governing Body
Mill Field Primary School	3 to 11	Community School	Leeds City Council
Moor Allerton Hall Primary School	3 to 11	Community School	Leeds City Council
Moortown Primary School	5 to 11	Community School	Leeds City Council
Morley Newlands Academy	3 to 11	Academy Converter	Academy Trust

Morley Victoria Primary School	3 to 11	Community School	Leeds City Council
New Beverley Community School	5 to 11	Community School	Leeds City Council
New Wortley Holy Family Catholic Primary School	3 to 11	Voluntary Aided School	Governing Body
Nightingale Primary Academy	5 to 11	Academy Sponsor Led	Academy Trust
Ninelands Primary School	3 to 11	Foundation School	Governing Body
Oakwood Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Otley All Saints C of E(C) Primary	3 to 11	Voluntary Controlled School	Leeds City Council
Otley the Whartons Primary School	5 to 11	Community School	Leeds City Council
Oulton Primary School	3 to 11	Community School	Leeds City Council
Our Lady of Good Counsel Catholic Primary School	3 to 11	Voluntary Aided School	Governing Body
Park Spring Primary School	3 to 11	Community School	Leeds City Council
Park View Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Parklands County Primary School	5 to 11	Community School	Leeds City Council
Pool-In-Wharfedale C of E (C) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Primrose Lane Primary School	3 to 11	Foundation School	Governing Body
Pudsey Bolton Royd Primary School	3 to 11	Community School	Leeds City Council
Pudsey Lowtown Primary School	5 to 11	Community School	Leeds City Council
Pudsey Primrose Hill Primary School	3 to 11	Academy Converter	Academy Trust
Pudsey Waterloo Primary School	3 to 11	Academy Converter	Academy Trust
Quarry Mount Primary School	5 to 11	Foundation School	Governing Body
Queensway Primary School	3 to 11	Foundation School	Governing Body
Rawdon Littlemoor Primary School	5 to 11	Foundation School	Governing Body
Rawdon St. Peters C of E(C) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Raynville Primary School	3 to 11	Community School	Leeds City Council
Richmond Hill Primary School	3 to 11	Academy Converter	Academy Trust
Robin Hood Primary School	3 to 11	Community School	Leeds City Council
Rosebank Primary School	3 to 11	Foundation School	Governing Body
Rothwell Haigh Road Infant School	3 to 7	Community School	Leeds City Council
Rothwell Primary School	3 to 11	Community School	Leeds City Council
Rothwell St Marys RC Primary School	5 to 11	Voluntary Aided School	Governing Body
Rothwell Victoria Junior School	7 to 11	Community School	Leeds City Council
Roundhay School - Primary Campus	5 to 11	Community School	Leeds City Council
Roundhay St Johns C of E (A) Primary	3 to 11	Voluntary Aided School	Governing Body
Rufford Park Primary	5 to 11	Foundation School	Governing Body
Ryecroft Academy	5 to 11	Academy Sponsor Led	Academy Trust
Sacred Heart RC Primary School	3 to 11	Voluntary Aided School	Governing Body
Scholes (Elmet) Primary School	3 to 11	Community School	Leeds City Council
Seacroft Grange Primary School	5 to 11	Community School	Leeds City Council
Seven Hills Primary School	3 to 11	Community School	Leeds City Council
Shadwell Primary School	5 to 11	Community School	Leeds City Council
Shakespeare Primary School	3 to 11	Community School	Leeds City Council
Sharp Lane Primary School	3 to 11	Community School	Leeds City Council
Shire Oak C of E(VC) Primary School	5 to 11	Voluntary Controlled School	Leeds City Council
Southroyd Primary & Nursery School	3 to 11	Foundation School	Governing Body

Spring Bank Primary School	5 to 11	Community School	Leeds City Council
Ss. Peter and Paul Catholic Primary School, A Volu	5 to 11	Academy Converter	Academy Trust
St Bartholomews C of E(C) Primary	3 to 11	Voluntary Controlled School	Leeds City Council
St Benedicts Catholic Primary School -A Voluntary Academy	3 to 11	Academy Converter	Academy Trust
St Chads C of E (A) Primary School	3 to 11	Academy Converter	Academy Trust
St Edward's Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
St Francis Catholic Primary, Morley	5 to 11	Voluntary Aided School	Governing Body
St Josephs Catholic Primary School, Otley -A Voluntary Academy	4 to 11	Academy Converter	Academy Trust
St Josephs Catholic Primary School, Pudsey	5 to 11	Academy Converter	Academy Trust
St Mary's C of E (C) Primary	5 to 11	Voluntary Controlled School	Leeds City Council
St Marys Catholic Primary School, Horsforth	5 to 11	Academy Converter	Academy Trust
St Matthews C of E (A) Primary School	5 to 11	Voluntary Aided School	Governing Body
St Nicholas Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
St Oswald C of E(A) Primary School	7 to 11	Voluntary Aided School	Governing Body
St Patricks Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
St Pauls Catholic Primary School	5 to 11	Voluntary Aided School	Governing Body
St Peters C of E(A) Primary School	3 to 11	Voluntary Aided School	Governing Body
St Theresas Catholic Primary School	3 to 11	Voluntary Aided School	Governing Body
St Urbans RC Primary School	5 to 11	Voluntary Aided School	Governing Body
St. Augustines RC Primary School	3 to 11	Voluntary Aided School	Governing Body
Stanningley Primary School	3 to 11	Community School	Leeds City Council
Strawberry Fields Primary	3 to 11	Foundation School	Governing Body
Summerfield Primary School	3 to 11	Community School	Leeds City Council
Swarcliffe Primary School	3 to 11	Community School	Leeds City Council
Swillington Primary School	3 to 11	Academy Converter	Academy Trust
Swinnow Primary School	3 to 11	Community School	Leeds City Council
Talbot Primary School	3 to 11	Community School	Leeds City Council
Temple Learning Academy Free School	5 to 11	Free School	Academy Trust
Templenewsam Halton Primary School	3 to 11	Academy Converter	Academy Trust
Thorner C of E (C) Primary School	3 to 11	Academy Converter	Academy Trust
Thorp Arch Lady Elizabeth Hastings C of E (A) Prim	5 to 11	Voluntary Aided School	Governing Body
Thorpe Primary School	3 to 11	Community School	Leeds City Council
Tranmere Park Primary School	5 to 11	Foundation School	Governing Body
Valley View Community Primary School	5 to 11	Community School	Leeds City Council
Victoria Primary School	3 to 11	Academy Sponsor Led	Academy Trust
Weetwood Primary School	3 to 11	Community School	Leeds City Council
West End Primary School	3 to 11	Community School	Leeds City Council
Westbrook Lane Primary School	5 to 11	Community School	Leeds City Council
Westerton Primary Academy	3 to 11	Academy Converter	Academy Trust
Westgate Primary School	3 to 11	Community School	Leeds City Council
Westroyd Primary School	3 to 11	Community School	Leeds City Council
Westwood Primary School	3 to 11	Foundation School	Governing Body

Wetherby Deighton Gates Primary School	5 to 11	Foundation School	Governing Body
Wetherby St Josephs RC Primary School	3 to 11	Voluntary Aided School	Governing Body
Wetherby St. James C of E (C) Primary School	3 to 11	Voluntary Controlled School	Leeds City Council
Whingate Primary School	3 to 11	Community School	Leeds City Council
Whinmoor St. Pauls C of E(A) Primary	5 to 11	Voluntary Aided School	Governing Body
White Laith Primary School	3 to 11	Foundation School	Governing Body
Whitecote Primary School	3 to 11	Community School	Leeds City Council
Whitkirk Primary School	5 to 11	Academy Converter	Academy Trust
Wigton Moor Primary School	5 to 11	Community School	Leeds City Council
Windmill Primary School	5 to 11	Community School	Leeds City Council
Woodlands Primary Academy	3 to 11	Academy Sponsor Led	Academy Trust
Woodlesford Primary School	3 to 11	Community School	Leeds City Council
Wykebeck Primary School	3 to 11	Community School	Leeds City Council
Yeadon Westfield Infant School	3 to 7	Foundation School	Governing Body
Yeadon Westfield Junior School	7 to 11	Foundation School	Governing Body

APPENDIX 4

OFFICE USE ONLY

Child ID:

Date received:



Leeds
CITY COUNCIL

In Year Common Preference Form (ICPF)

This form must be used to request admission to or transfer between schools during the school year. Please read the guidance notes, complete the form in BLOCK CAPITALS or electronically and sign the form in Section 6. Use Section 9 to tell us about your preferred schools. After asking your child's current school to complete Section 7, return the form to the school(s) requested

Section 1: Child details

First name(s):		Surname:	
Other names used:		Date of birth:	
Gender:	Male <input type="radio"/> Female <input type="radio"/>	Current year group:	
Current address:		Is your child new to the UK?:	Yes <input type="radio"/> No <input type="radio"/> Date arrived:
Postcode:			
How long has the child lived at this address or date of house move:		Does your child need support to speak English?	Yes <input type="radio"/> No <input type="radio"/> Some <input type="radio"/> Language spoken at home:

If you have recently moved, or intend to move soon, you must provide further information about the addresses on a separate sheet. You must provide evidence of your house move (such as a utility bill, council tax bill AND an exit bill from your previous property). Your application will be delayed if this information is not provided

Is the child looked after by the Local Authority or fostered under an arrangement by the local authority?	Yes <input type="radio"/> No <input type="radio"/>
Was the child previously looked after by the Local Authority and now adopted, on a residency order or special guardianship order?	Yes <input type="radio"/> No <input type="radio"/>
Does the child have a statement of special educational need or Education Health and Care Plan (EHCP)?	Yes <input type="radio"/> (if yes, you cannot apply for a place through this form. Please contact us) No <input type="radio"/>

Section 2: Parent / Carer details

Title and first name:		Surname:	
Your relationship to the child:	Mother <input type="radio"/>	Mobile phone:	
	Father <input type="radio"/>	Home phone:	
	Carer <input type="radio"/>	Work phone:	
	Social Worker <input type="radio"/>	Email:	
Other <input type="radio"/>			
Who else has parental responsibility?	Name: Relationship:	Please note: where parents have joint parental responsibility, you must discuss and agree school preferences	

Section 3: Current / previous school information			
Current / most recent school:			
Reason for leaving:		Date last attended:	Date: _____ Or still attending:
Previous school 1:		Reason for leaving:	
Previous school 2:		Reason for leaving:	
Section 4: Reasons for application			
Reason for request:	<input type="radio"/> Moving from one area of Leeds to another <input type="radio"/> Moving to Leeds from another city in UK City: _____ <input type="radio"/> Moving to Leeds from outside UK Country: _____	<input type="radio"/> No house move, would like new school <input type="radio"/> Leaving Elective Home Education <input type="radio"/> Leaving Private Education <input type="radio"/> Other Please state: _____	
Have you met with the current school to discuss this application?	No <input type="radio"/> Yes with: Headteacher <input type="radio"/> Deputy Head <input type="radio"/> Head of year <input type="radio"/> Class teacher <input type="radio"/>	Outcome of discussion with current school:	
Section 5: Additional information			
At least one box must be ticked. This information will support the school you've applied for to determine if they should refer to Fair Access protocols			
<input type="checkbox"/> Asylum seeker / refugee	<input type="checkbox"/> Returning from criminal justice system		
<input type="checkbox"/> Gypsy, Roma or Traveller Homeless	<input type="checkbox"/> Returning from a PRU / alternative setting (state below)		
<input type="checkbox"/> Young Carer	<input type="checkbox"/> Less than 85% attendance at current / previous school		
<input type="checkbox"/> Special needs requiring specific support (state below)	<input type="checkbox"/> Behaviour causing concern / risk of permanent exclusion		
<input type="checkbox"/> Out of education more than 2 months	<input type="checkbox"/> Known to CAMHs or Family Intervention Service or other support service (state below)		
<input type="checkbox"/> Known to police, youth offending or courts	<input type="checkbox"/> Permanently excluded		
<input type="checkbox"/> Known to Social Care (name Social worker below)	<input type="checkbox"/> NONE OF THE ABOVE		
<input type="checkbox"/> Disability / serious medical condition			
<input type="checkbox"/> Returning from Elective Home Education			
Please provide any further information as requested above:			
Section 6: Parent / carer declaration			
I certify that I have parental responsibility for the child named in Section 1 and that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.			
Signature _____		Date _____	
<small>Data Protection Act 1998: In accordance with the Data Protection Act 1998 we must inform you that by signing these forms you are giving your consent for Leeds City Council Children's Services to process the information detailed in this form for the purposes of school admissions. The information may be shared not only with other departments in Leeds City Council but also with other relevant professionals and bodies such as schools, the Department for Education and the NHS. This sharing will only be done where it is necessary to provide you with a school place or where we are legally obliged to do so and is strictly in accordance with the Data Protection Act 1998.</small>			
If this form has been completed by someone other than a parent / carer on their behalf, please provide your information:			
Name:		Role / Relationship to child:	
Contact details:		Date completed:	

Section 7: Current / previous school information

This section is to be completed by the current / previous school

Name of school:		Contact name:	
Telephone number:		Date child started at the school:	
Is the child still attending?:	Yes <input type="radio"/> No <input type="radio"/> Date left: <input style="width: 50px;" type="text"/>	Reason for leaving:	
Attendance in past academic year:	Attendance % Authorised absence % Unauthorised absence %	Would the transfer be detrimental to the pupil in any way?:	Yes <input type="radio"/> No <input type="radio"/> Please provide any further information: <input style="width: 100%; height: 20px;" type="text"/>
Please provide information about any support / relevant agencies involved:		Any other relevant information:	

Section 8: Receiving school's decision

This section is to be completed by the school receiving the form.

Schools **MUST** inform the Local Authority of applications received, along with their decision by completing this section and sending the form to education.transfers@leeds.gov.uk or by post to Leeds City Council, PO Box 837, School Admissions, Leeds, LS1 9PZ. If section 7 has not been completed, please contact the previous school to gather all relevant information

School name:		Contact name:	
SCHOOL DECISION:	<input type="radio"/> School place offered	Start date:	
	<input type="radio"/> Place not offered (year group full)	Right of appeal has been offered to family	Yes <input type="radio"/> No <input type="radio"/>
	<input type="radio"/> Place not offered (refer to fair access)	Fair Access criteria	
	School reason for refusal under fair access:		

Please also complete the attached receipt and give a copy to the parent/carer

In Year Common Preference Form (ICPF)

Guidance notes

Please read this information carefully and complete the form as fully as possible. If the form is not completed correctly it may be returned to you.

How is your application dealt with? The length of time it takes to process your application varies in each individual case. We aim to process your applications within 20 school days. Please be patient while we deal with your application. You should take your form to your first preference school to request a place. The school then informs you and the Local Authority whether your child has been offered a place.

If a place is not available at a school you request, you have the right to appeal against this decision if you feel that your application has not been appropriately considered. The school will send your form to the Local Authority to notify us of their decision whether to offer a place. If the school you have asked for cannot offer a place, we will send your application on to the other schools you have preferred.

The local authority will also provide you, upon request, a list of all schools in your local area, including a list of those we believe have places available.

Parental responsibility: Parents and carers are legally responsible for ensuring their child(ren) accesses education. In all cases where your child is on roll at a school they should continue to attend until an alternative place has been agreed.

Changing schools may not be the solution: Transferring schools can be very disruptive to a pupil. Although the National Curriculum is taught in all schools, they teach each part of the curriculum at different times of the year. Your child may miss important work. Before you request to transfer schools, you must talk through any problems with the current school. If you are not happy with the way the school is dealing with the problem you should speak to the Headteacher or the Chair of Governors at the school.

House move: If you move house you must provide evidence of your new address. If you are unable to provide such documents, we will consider your application from the address we have on file which may affect your chances of being offered a place at your preferred school.

Further information: Full details of schools in the Leeds area and their admission arrangements can be found on the Leeds City Council website www.leeds.gov.uk

Sections of the form:

Sections 1, 2, 3, 4, 5, 6 & 9	To be completed by the parents / carers
Section 7	To be completed by the child's CURRENT school
Section 8	To be completed by the school receiving the application
Receipt for parents	To be completed by the school receiving the application

Section 9: Your school preferences

Please tell us which schools you would like to request a place at, in your order of preference. Schools cannot use your preference order to decide whether they can offer a place – places are offered based only on the admissions policy of the school. Please also provide any information about siblings attending the school if you are requesting sibling priority

	School name
Preference 1	
Preference 2	
Preference 3	
Preference 4	
Preference 5	

Sibling Information

Please tell us about any other siblings related to this child. Please ensure you complete a separate ICPF for each child. This section will support us to link each of the forms together.

Sibling name	Date of birth:	School attending

In Year Common Preference Form Receipt for parent

Child's name:		DOB:	
Date form received:			
Form received by:	School:		
	Member of staff:		

Please contact the school if after 10 school days you have not been told whether they can offer you a place. If the school cannot offer a place, the Local Authority will send your form to your other preferred schools and will let you know the outcome of your applications.

If you have any further questions or have not had any further response within 10 school days, please contact the Leeds City Council Admissions Team on 0113 2224414 or education.transfers@leeds.gov.uk

OFFICE USE ONLY

Child ID:

Date received :