

Applying for a Reception Place for September 2019 - Timeline



Important dates

1 November 2018

Application process opens

If you live in Leeds, you can apply online from this date at www.leeds.gov.uk/primaryschool. You will need a valid email address; this will allow you to set up an account on our admissions portal. After completing your application, you will receive an acknowledgement email as proof we have received your application. If you do not receive an acknowledgement email your application has not been completed – you should log back online and make sure it is completed properly. **Some schools also have a supplementary information form (SIF)** which you need to fill in and return directly to the school, as well as applying online. These are available on the Leeds City Council website or from the school. If you live outside Leeds and want your child to go

to a school in Leeds, you must apply to your own local authority and they will inform us of your request.

15 January 2019

Deadline for applying

This is the deadline for applications. Any applications received after this date may not be considered until all on time applications have been dealt with.

24 February 2019

Any primary applications returned after 24 February 2019, will only be dealt with once all other preferences have been considered, unless there are significant and exceptional reasons. Late applications will be considered before placements are made (where no preference could be met). Please note that schools which are their own admitting authority (i.e. foundation, academies and free schools) may have different deadlines and they may treat your

application as late if it is received after 15 January 2019. You will need to check the admission policy for the school for this information.

16 April 2019

National Offer day

Offers of school places are emailed out on this date and you will be asked to accept the offer. You can also ask to be added to the waiting list for any school who has not been able to offer you a place.

2 May 2019

First deadline for waiting list requests.

After this date, any available places will be allocated from ranked waiting lists.

17 May 2019

Deadline for accepting offers and first deadline for appeal forms

*Places from school waiting lists are allocated by Admissions until the end of August 2019