

In line with the School Admissions Code 2014, the Admissions Team in Leeds supports children of service personnel to ensure that they can secure places at schools within their local area as quickly as possible. We recognise and understand that service families may move house more often and with less notice and we support these children and families as follows:

- We accept posting orders with quartering or unit addresses, prior to the family moving, and we allocate a place in advance of them arriving in the area to allow a smooth transition. We do not accept 'advance' addresses from any other families.
- Where a family's local school is full, it is possible for the child to be an exception to infant class size. That is in a class of mostly 4, 5, or 6 year olds, infant class size legislation dictates that the class can only have 30 children per qualified teacher, however the child of a service family moving into the area, can be a legal exception to this. The Admissions Team will discuss this with schools on behalf of the family
- In the event that there is a shortage of places in the area we have a fair access protocol which ensures we work with the family and the schools to find a place quickly

It is important to note that service families do not receive a higher priority in the admission policy than other families - we work to remove disadvantage as mentioned above, but we are prohibited from creating an advantage.

If any service personnel (or those who are leaving their service role) have concerns or would like support with their school admission please contact Laura Collier, Admissions & FIS Coordinator at [education.admissions@leeds.gov.uk](mailto:education.admissions@leeds.gov.uk)