

Parent/Carer:
(Address)

Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ

APPLYING TO START PRIMARY SCHOOL IN SEPTEMBER 2020

Children born between 1st September 2015 and 31st August 2016 are due to start primary school in September 2020, and we believe this is relevant for a child living at this address. For data protection purposes, we have not included the name of your child in this letter. If there is no child living at this address who is due to start primary school in September 2020, please disregard this letter.

You can apply for a place to start in primary school in 2020 from **1 November 2019**.

How to apply

Your application must be completed **before 15 January 2020**. As a resident in Leeds, you should apply using our online system which is open between 1 November 2019 and 15 January 2020, by visiting www.leeds.gov.uk/primaryschool. Please see the enclosed leaflet for more information about how to apply.

You can provide **up to 5 preferences** on your application – we encourage you to use all 5 wherever possible as this gives the best chance of being offered a preferred school. Schools don't know which preference number you've given them when they're ranking your application – it's only taken into account if you could be offered more than one school, so that we offer you the highest possible preference where you qualify for a place.

For your information, the closest primary schools to your home address based on our straight line distance measurement are listed below. This is to help you understand which are your closest schools. You can apply for any school you would like. You don't have to preference the schools below, but many schools include some element of distance in their admission policy so knowing which are your closest schools should help.

School 1

School 2

School 3

School 4

School 5

Admissions Policies

There are different types of schools in Leeds and each has their own admissions policy. You should read the school's admissions policy for the academic year 2020/21.

Where there are more applications than places available, the school applies its oversubscription criteria to all applications to produce a ranked list of children. Places are then offered starting at the top of this ranked list until all places are allocated. Different schools prioritise applications in different ways – including priorities offered for pupils who have a sibling at the school, who have the school as their nearest, who live in a defined catchment area, or meet defined faith criteria. It is important that you check the admissions policy for each individual school to understand where on their ranked list your application might fall.

School admissions policy information is available on each school's website or at www.leeds.gov.uk/admissions and there is also further information to help you understand which school might offer you a priority for admission including:

- each school's admissions policy
- an address look up tool to work out if your address is in a school's catchment or priority area
- maps and data showing the allocations in previous years
- open events at schools and community hubs

Please note you must submit an application for a school place – places will not be allocated automatically, even if your child has a sibling at the school or the school is your priority school.

If you believe you meet a specific criteria in the admission policy, you might need to complete a supplementary information form and give this to the school by the closing date so that they have the information they need to rank your application correctly – they can only rank your application based on the information you provide. Please read the school's individual admissions policy carefully so you know whether a supplementary information form is required.

Transport

Please be aware that when we tell you the closest schools to your home address, it may be different to the qualifying school for the purposes of transport. Please see the enclosed information regarding transport.

If you have any questions, please contact us by email: startingprimary@leeds.gov.uk or call 0113 222 4414.

Yours faithfully

The Admissions Team

Leeds City Council