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

16 April 2019 is National Offer day. Offers of school places are sent out on this date. Those who applied online will be sent an email over a 24 hour period. If you did not apply via the online application system, your offer letter will be posted to your home address by second class post on the 16th April - it may arrive the following week.

What should I do when I receive my offer of a place?

You should accept the offer of the school place directly with the school. Accepting the offer will not affect your position on any other waiting list, refusing the offer may leave your child without a school place and you will have to reapply for an offer to be made.

What happens if I don’t get offered a place at the school I want?

If you don’t get offered a place at the school you want, you can request to go on the waiting list for other schools in Leeds. You can also appeal against the decision to refuse your child a place at the school.

How do I put my child on a school’s waiting list?

If you have not been offered a place at your first preference school, you can apply to go on a school’s waiting list using our waiting list form (available at www.leeds.gov.uk/offerdayprimary) and return the form to education.annual.cycle@leeds.gov.uk. You should return it to the Admissions Team by the first cut-off date of Thursday 2nd May 2019.

Waiting lists are held in order of the admission policy oversubscription criteria and not on a first come first served basis. We will make the first allocations from waiting lists after 2 May 2019. Any vacancies are then filled on a weekly basis - if a place becomes available, and your child is top of the waiting list, the allocation will happen automatically and your lower preferences and any previous offers will be withdrawn. So please make sure you only stay on a waiting list where you are willing to move schools. This weekly re-allocation of any available places continues until the end of the summer holidays.

Waiting lists will be held until at least December 2019, with many schools holding waiting lists until July 2020. Please check the school’s admission policy to understand when the waiting list will close.


How do I appeal?

You must complete an appeal form and return it to the Admissions Team or the school directly if they hold their own appeals.

If you are appealing for a community or voluntary controlled school you need to complete a Leeds City Council appeal form which is available on the Leeds City Council Website at www.leeds.gov.uk/offerdayprimary. You can also submit any supporting evidence you feel is relevant.

If you are appealing for an academy, foundation school, voluntary-aided school or free school you may need to contact the school directly to appeal. Details of schools that hold their own appeals are on the Leeds City Council Website at www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals.

The deadline for submitting appeal forms is 17 May 2019. You need to complete your appeal form and return it by this date to ensure that your appeal is held before the end of July 2019. You can appeal after this date but there is no guarantee your appeal will be held before the summer holidays. Appeals are not heard in the school holidays.
Class Size Legislation

Most appeals for Reception, Year 1 and Year 2 are governed by Class Size Legislation. This limits the size of an infant class (Reception, Year 1 and Year 2) to 30 pupils per single school teacher. Only in very limited circumstances can admission over this limit be permitted.

The School Admission Appeals Code (Feb 2012) outlines the restricted grounds on which school appeal panels may grant appeals for Reception, Year 1 and Year 2 where class size legislation applies. The school appeal panel can only grant your appeal where:

a) it finds that the admission of additional children would not breach the infant class size limit;

b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;

c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

If none of the above can be proven then your appeal will not be successful.

With regards to point c) above, it should be noted that the School Admission Appeals Code (Feb 2012) states the following:

“The threshold for finding that an Admission Authority’s decision to refuse admission was not one that a reasonable authority would have made is high. The panel will need to be satisfied that the decision to refuse to admit the child was ‘perverse in the light of the admission arrangements’ i.e. it was ‘beyond the range of responses open to a reasonable decision maker’ or ‘a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it’.”

Please ensure you provide information about the grounds on which you are appealing in your appeal application and that you complete the correct appeal form.

Contact Details

By post: Leeds City Council PO Box 837 Admissions Leeds LS1 9PZ

By email: Waiting lists - education.annual.cycle@leeds.gov.uk Appeals - education.appeals@leeds.gov.uk

By phone: 0113 222 4414

Useful numbers and contacts


Transport – For information about application forms, bus routes, timetables and up-to-date ticket prices phone 0113 348 1122 or visit www.generationm.co.uk. For information about the policy governing free travel visit www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/childrens-transport.

Elective Home Education – Phone: 0113 378 5028. Email: EHE@leeds.gov.uk.
School meals, refreshments and milk – All children in Reception, Year 1 and Year 2 in state-funded schools in England receive free school meals. You can find out whether your child will also be entitled to free school meals in other year groups at: www.leeds.gov.uk/freeschoolmeals or by contacting Leeds Welfare and Benefits Service on 0113 222 4404. Leeds schools do not provide milk.

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 (EHCP) parents should contact their SEN casework officer on 0113 378 5256. For general information, support and advice about SEN and disabilities contact the Leeds Special Educational Needs and Disability Information Advice Support Service (SENDIASS) on 0113 378 5020.