

# Bramham and Shadwell Federation

## ADMISSIONS POLICY

Adopted by the Full Governing Body  
February 2020

Date to be reviewed: February 2021

Statutory Policy adopted from LA

Signed: \_\_\_\_\_

Chair of Governors



<b>Latest consultation on this policy by LA:</b>	<b>22 October to 7 December 2018</b>
<b>Policy determined on:</b>	<b>13 Feb 2019 (Amended 4 October 2019 following the Adjudicators decision)</b>
<b>Policy determined by:</b>	<b>Executive Board</b>

## **Admissions policy for Leeds community and voluntary-controlled schools for entry to Reception (Primary Schools) in September 2020**

The Chief Executive of Leeds City Council makes all offers of a school place for Reception in Community and Voluntary Controlled schools as the admission 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 the academic year 2020/21 for these 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 that can only be met at a specific school, or exceptional medical or mobility needs that can only be met at a specific school (see note 2).

### **Priority 2**

Children with a sibling (brother or sister) 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 Rothwell Haigh Road Infant School, they will have priority for Rothwell Victoria Junior School as the linked Junior School.

### 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 [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)).

You can apply for a school even if you don't live in the catchment priority area. Living in a catchment priority area does **not** guarantee a place will be allocated at that school, only that your application will be prioritised above those who live outside the catchment priority area.

### Priority 5

All other children

### Tie Break

If we have more applications meeting one of these priorities than there are places available, we will offer places in order of distance from the school – so those living closer to the school would be offered a place before those living further away, when 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.

The drawing of lots for random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family where they are tied for the final place. We will admit them all, exceeding the PAN for the school.

### 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)
  
- 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 Local Authority can verify this priority.



## **Note 2**

The priority will be given to children based on their exceptional medical or social needs.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.

'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these 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, outlining the child's need and why they 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 local authority professional panel and where necessary in consultation with the school that has been preferred.

## **Note 3**

For these purposes, siblings 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 Geographic Information System (GIS) mapping in our school-admission system. The program 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 a manually identified point at the centre of your dwelling.

## **Note 5 Catchment areas**

Each of the community and voluntary controlled primary schools in Leeds has a defined catchment priority area. These maps are available at [www.leeds.gov.uk/schoolcatchmentmaps](http://www.leeds.gov.uk/schoolcatchmentmaps) and an address look up tool is available at [www.leeds.gov.uk/primaryschool](http://www.leeds.gov.uk/primaryschool).

You can apply for **any** school but if you live in the catchment area your application will receive a higher priority at that school than applicants who live outside 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.

Only one address can be used on your application for a school place. 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 local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

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.

### **Parental Disputes**

Parental Responsibility gives both parents important legal rights and responsibilities including involvement in decisions about which schools to preference. Both parents should agree the details of the applications, including the address to be used, which schools to be applied for and which parent submits the application. Where we receive 2 conflicting applications, we will need to obtain written evidence all those holding parental responsibility agree the application or a Court Order specifying who should apply. Until we receive this relevant evidence, we will be unable to process the application further and places may have to be offered to other applicants.

### **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 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. 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 for community and voluntary controlled schools 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 you request 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 4<sup>th</sup> 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 5<sup>th</sup> birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5<sup>th</sup> 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.



### **Admission out of chronological age (including Deferment for summer born children)**

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Applicants should also complete the **application for deferment form** at *appendix 3* and attach any available evidence of the need for deferment/admission out of chronological age.

The application will be considered by a panel of early years education experts and headteachers where the individual case will be considered. The panel will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

There is no right of appeal against a decision relating to admission out of chronological age. **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 submitted 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, the school will offer the right of appeal and your child will be added to the waiting list.

Where a vacancy arises, places will be offered from the waiting list 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/admissions](http://www.leeds.gov.uk/admissions). **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/admissions](http://www.leeds.gov.uk/admissions)



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 application for a place has been refused 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. The 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](http://www.leeds.gov.uk/admissions)

(Location and catchment priority maps have been removed due to the size of the documents but can be found at <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/determined-admissions-arrangements> and on the 'Find a School' pages at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions) )





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

School name	Status	Number of places available for Reception 2020
Aberford CofE Primary School	VC	14
Adel Primary	Community	30
Allerton CofE Primary School	VC	90
Alwoodley Primary School	Community	60
Armley Primary School	Community	30
Ashfield Primary School	Community	30
Asquith Primary School	Community	60
Bankside Primary School	Community	90
Barwick-In-Elmet C of E Primary	VC	30
Beecroft Primary	Community	45
Birchfield Primary	Community	30
Bracken Edge Primary	Community	60
Bramham Primary	Community	30
Bramhope Primary	Community	40
Broadgate Primary	Community	60
Burley St Matthias' C of E Primary	VC	30
Carlton Primary	Community	45
Carr Manor Primary	Community	60
Carr Manor Community All Through school	Community	60
Castleton Primary	Community	60
Chapel Allerton Primary	Community	60
Churwell Primary	Community	60
Cobden Primary	Community	30
Crossley Street Primary	Community	30
Drighlington Primary	Community	60
Farsley Farfield Primary	Community	60
Farsley Springbank Primary	Community	60
Farsley Westroyd Primary	Community	30
Fieldhead Carr Primary	Community	60
Five Lanes Primary	Community	60
Fountain Primary	Community	60
Gildersome Primary	Community	60
Gledhow Primary	Community	90
Great Preston C of E Primary School	VC	30
Greenhill Primary	Community	60



Greenmount Primary	Community	60
Greenside Primary	Community	45
Grimes Dyke Primary	Community	30
Harehills Primary	Community	90
Harewood C of E Primary	VC	15
Hawksworth Wood Primary	Community	60
Highfield Primary	Community	60
Hollybush Primary	Community	** 60
Horsforth Featherbank Primary	Community	30
Horsforth Newlaithes Primary	Community	60
Hovingham Primary School	Community	90
Hunslet Carr Primary	Community	60
Hunslet Moor Primary	Community	60
Ingram Road Primary School	Community	45
Kerr Mackie Primary School	Community	60
Kirkstall Valley Primary	Community	30
Lawns Park Primary	Community	30
Low Road Primary	Community	30
Lower Wortley Primary	Community	45
Manston Primary	Community	30
Micklefield C of E Primary	VC	20
Middleton St Mary's C of E Primary	VC	60
Mill Field Primary	Community	60
Moor Allerton Hall Primary	Community	90
Moortown Primary	Community	30
Morley Victoria Primary	Community	60
New Beverley Community	Community	60
Otley All Saints C of E Primary	VC	30
Otley The Whartons Primary	Community	30
Otley Westgate Primary	Community	30
Oulton Primary	Community	60
Park Spring Primary	Community	60
Parklands Primary	Community	45
Pool-In-Wharfedale C of E Primary	VC	30
Pudsey Bolton Royd Primary	Community	60
Pudsey Lowtown Primary	Community	30
Rawdon St Peter's C of E Primary	VC	45
Raynville Primary	Community	60
Robin Hood Primary	Community	60



Rothwell Haigh Road Infant	Community	45
Rothwell Primary	Community	45
Rothwell Victoria Junior	Community	45
Roundhay through school	Community	60
Scholes (Elmet) Primary	Community	45
Seven Hills Primary	Community	60
Shadwell Primary	Community	30
Shakespeare Primary	Community	90
Sharp Lane Primary	Community	90
Shire Oak C of E Primary	VC	30
Spring Bank Primary	Community	30
St Bartholomew's C of E Primary	VC	75
St James' C of E Primary Wetherby	VC	20
St Margaret's C of E Primary	VC	60
St Mary's C of E Primary, Boston Spa	VC	20
Stanningley Primary	Community	30
Summerfield Primary	Community	30
Swarcliffe Primary	Community	45
Swinnow Primary	Community	30
Talbot Primary	Community	60
Thorpe Primary	Community	30
Valley View Community Primary	Community	60
West End Primary	Community	30
Westbrook Lane Primary	Community	30
Weetwood Primary	Community	30
Whingate Primary	Community	60
Whitecote Primary	Community	60
Wigton Moor Primary	Community	60
Windmill Primary	Community	60
Woodlesford Primary	Community	60
Wykebeck Primary	Community	60

\*\* Amended following the Adjudicators decision



# Appendix 1 School Admissions Priority 1a Supplementary Information Form



To be completed when requesting priority admission for a previously looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

**Year group applied for:**

(eg Reception, Year 7, Year 4 etc)

## CHILD DETAILS

**Surname:** .....

**Forename(s):** .....

**Date of Birth:** .....

**Address:** .....

.....

.....

**Postcode:** .....

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

**Which Local Authority** (or state if you child was adopted from care outside of England) **cared for the child immediately before the order was made:**

.....

**Which court order do you hold for the child:**

Adoption Order  Special Guardianship Order  Child Arrangements Order

**Please attach a copy of this order to the form** - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.



## PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

### Please return this form

by email to: [startingsecondary@leeds.gov.uk](mailto:startingsecondary@leeds.gov.uk)  
[startingprimary@leeds.gov.uk](mailto:startingprimary@leeds.gov.uk)

or by post

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

### Checklist

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



**Appendix 2  
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)

**Year group applied for:**

Eg. Reception, Year 7, Year 4 etc

**CHILD DETAILS**

**Surname:** .....

**Forename(s):** .....

**Date of Birth:** .....

**Address:** .....

.....

.....

**Postcode:** .....

**SCHOOL / SETTING DETAILS**

**Name of requested school / setting** .....

NB You can only request one – please check the school admission policy not all schools offer 1b priority

**FUNDING FOR INCLUSION (FFI)**

**Does this child currently receive additional funding?**

**Primary Need**                      **Band :**                      **Tier :** .....

**Any Additional Bands of FFI?** .....

**Total Number of Units :** .....

**For children in receipt of E band funding please indicate if needs are relating one of the following (tick) :**

**Specific Language Impairment (SLI)**      Yes            No     

**Autism / Pragmatic Need**                      Yes            No

***Please describe the child's Special Educational Need:***

***What provision is required to meet the child's needs?***

1. Please attach a copy of the provision map/plan in place and/or Individual health care plan
2. Please ensure that a copy of the most recent FFI review and individual learning, behaviour or education plan is attached
3. For children transferring into reception the most recent ISAR paperwork must be attached

***Please describe why only the requested school/setting is able to meet need.***

i.e. What is able to be provided at the requested school that is not available at any other school in relation to the provision your child requires.

**Name of Supporting Professional**

Name

Designation

Signature

Contact Address

Contact Tel No

Date of Referral

Name/s and designation/s of any other professionals who are currently involved with the child

**Parents Views (to completed by the parent)**

**Pupil Views** (For those pupils transferring to Secondary education please ensure their view is included)



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Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

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**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

### Please return this form

by email to: [startingsecondary@leeds.gov.uk](mailto:startingsecondary@leeds.gov.uk) (Year 7 -11)  
[startingprimary@leeds.gov.uk](mailto:startingprimary@leeds.gov.uk) (Reception to Year 6)

by post to:  
Leeds City Council  
PO Box 837  
School Admissions  
Leeds  
LS1 9PZ



## **Checklist**

Have you:

- Provided an overview of your child's needs
- Given details of any additional funding in place
- Attached a provision plan/map
- Attached an Individual Healthcare Plan (if appropriate)
- Attached the most recent FFI review (Year 6-7 transfer)
- Attached the most recent ISAR review (Nursery-Reception transfer)
- Given a description of why only the requested school can meet need
- Signed and dated the form

**Request to start school out of  
chronological year group  
Application form**



To be completed by parents/carers requesting their child starts school in the Reception class, a full year after their chronological age peers.

*Note: If you wish your child to attend school part-time until they reach compulsory school age or start school later in the academic year, you should discuss your request with the school. You do not need to complete this form.*

Please note that the decision whether to accept a deferral is made by the admitting authority for the school.

Leeds City Council is the Admitting Authority for Community and Voluntary Controlled Schools only.

If you are preferencing any Own Admitting Authority schools (being Academy, Foundation Trust and Voluntary Aided schools) you would need to apply to these schools directly, following the process set out in the school's individual admissions policy

**CHILD DETAILS**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male/Female

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Please describe why you feel a deferment out of chronological year group would support the needs of your child:

Please attach any supporting evidence from relevant professionals e.g. an early years professional, health care professional, educational psychologist or educational professional that you wish Leeds City Council to consider.

Outline the additional evidence provided by the relevant professional/s to support the application :

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Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25<sup>th</sup> birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

**\*PARENTS/CARERS SIGNATURE REQUIRED\***

Signed.....Date.....

### Please return this form to:

By email to [startingsecondary@leeds.gov.uk](mailto:startingsecondary@leeds.gov.uk)  
[startingprimary@leeds.gov.uk](mailto:startingprimary@leeds.gov.uk)

By Post:

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

