



### **In-year applications - if you want your child to go to another school or come to us from another school.**

If you are moving into Leeds or want to change schools in Leeds, you need to make a school transfer – often called an in-year application.

Moving schools can be a difficult experience for a child. You should always speak to your child's current school before trying to move to see what support they can offer you

### **How to apply for an in-year place**

Leeds City Council has delegated the decision making for in-year applications to our Governing Body.

You can apply for a place online using the Leeds in-year application form at [Before you move schools \(leeds.gov.uk\)](https://www.leeds.gov.uk/before-you-move-schools). You can apply for places at our school and any other Leeds schools who are part of the Leeds in-year coordinated application scheme at the same time.

If you have moved house, please upload evidence of the house move with the online application. You can find out what you need to provide on the above website.

We have to offer places by applying our admission policy criteria to your child's application and we will contact you with our decision about offering you a place. We will tell you our decision no later than 15 schools days from when you apply.

If we cannot offer you a place, we will

- write to you to explain the reasons,
- explain how you can appeal and
- add your child to our waiting list in case a place becomes free.

Our waiting lists are kept until end of each school year. You will need to make a new application if you want to be on the waiting list for the following school year.

### **Appeals**

If we cannot offer you a place, you will have the right of appeal. The appeal panel is independent of the school and council and their decision is legally binding.

Before you appeal you:

## In-Year Applications



- should accept any place that you have been offered in case your appeal is not successful
- should think about why you are appealing and [check if it's likely to be successful](#)
- could read the [advice for appealing school places on GOV.UK](#)
- could get independent advice on making an appeal from a charity

Leeds City Council arranges our appeals and you can find the appeal form at [School appeals \(leeds.gov.uk\)](#)

If you are applying for a reception place for September 2022, you need to submit your appeal by the deadline to ensure the appeal will be heard before the summer holidays.

**Appeals for Reception, Year 1 and Year 2** – these classes are limited to 30 pupils per teacher by law. This means that appeals for these places are less likely to be successful.

If our school refuses your child a place because of this limit and you want to appeal, you will need to make an infant class size appeal. You can see if your reasons are likely to be successful by reading the Department for Education's [information about infant class size appeals](#).

**Other appeals** - You can appeal because you want your child to attend a particular school. These are successful if the panel agree that the reasons for your appeal outweigh the school's decision not to admit any more children.

Wanting your child to go to a school because you think it is the best one in the area is not likely to convince the panel that your child should get a place there.