

STARTING SECONDARY SCHOOL SEPTEMBER 2024

NATIONAL OFFER DAY FRIDAY 1ST MARCH 2024

Accepting your offer

You need to accept your offer with the school directly. You must accept the offer by the deadline given in the offer email or letter. Otherwise, it may be withdrawn and the place given to someone else.

You should accept your offer even if you decide to join a waiting list or appeal (this will not affect either process).

Waiting lists

We have automatically added your child to the waiting list for higher school preferences that were refused. Please note:

- Waiting lists follow the school's admissions policy and are not based on the date the child is added to the list.
- ***If a space becomes free and your child qualifies for it, we will allocate it without asking you. At the same time, we will withdraw any earlier place offered, even if accepted, and give this to another child.***
- **You need to remove your child from the waiting list if you are happy with your place offered and do not want it to change.** To do this complete our [enquiry form](#), choose *starting secondary school in September* and in the notes box tell us you want to remove your child from all waiting lists. The deadline is **15 March**.
- Waiting lists must be open until at least 31 December, and some schools keep them open all academic year.
- If the school is outside Leeds, you must check with the school whether you need to take any other steps to be on their waiting list.
- Accepting an offer with the school does **not** remove your child from the waiting list of your higher preferences. You need to complete the enquiry form.

Appealing: You have the right to appeal to an independent panel for any school that shows as **Preference refused**. An appeal must be set out in writing, giving your grounds for appeal. Find out more at www.leeds.gov.uk/offerday.

Appeals submitted by **28 March** will be heard before the summer holidays. You can appeal after this deadline, but your appeal may not be heard before school starts in September.

Before you appeal you should:

- Accept the place that you have been offered in case your appeal is not successful.
- Think about why you are appealing and [check if it's likely to be successful](#) as there are limited circumstances when an appeal can be granted.
- Read the [advice for appealing school places on GOV.UK](#) to understand the appeal process.

To amend your application due to a change in circumstances: To add new school preferences to your application, follow the instructions at www.leeds.gov.uk/offerday. You can find information about Leeds schools that have spaces or short waiting lists on this website. These schools are more likely to be able to offer a place to your child.

If you have moved address since you applied, you will need to send us change of address documents. Find out what documents we accept at [Making changes to your application \(leeds.gov.uk\)](#).

Other useful information

Below are website links and contact details for other services you may need.

Independent advice on school admissions and appeals:

Charities can provide independent advice on school admissions and appeals. You can contact Child Law Advice www.childlawadvice.org.uk

Free school meals:

If you think your child could be eligible for free school meals, find out more at <https://www.leeds.gov.uk/schools-and-education/apply-for-free-school-meals>

School transport:

School bus pass applications may need to be submitted by **June** to ensure a decision is made for the start of term in September. Find out more about how to apply and deadlines at www.leeds.gov.uk/schooltransport

Only a small number of children are entitled to free travel assistance. The fact that an older sibling had a free bus pass does not mean your child will automatically be eligible for one.

Childcare outside of school:

For information on childcare outside school, visit the [Leeds Family Information Service](#) or phone 0113 378 9700 or email family.info@leeds.gov.uk **School uniforms and other expenses:**

Every school has a school uniform policy. The school will have information about help with school uniforms. There is also the [Leeds school uniform exchange](#)

Elective Home Education:

To find out more, visit [Elective Home Education](#) or phone the team on 0113 378 5028

Leeds Local Offer contains information for children with SEND in one place. To find out more, visit <https://leedslocaloffer.org.uk/#!/directory>