



West End Primary School

Excellence, Confidence, Compassion, Happiness
Personal Responsibility, Social Responsibility, Environmental Responsibility

West End Primary School Admissions Policy

We are a community school and the admission authority is Leeds City Council, who set our admission policy every year. You can read the Leeds City Council school's [Admissions policy](#)

How to apply for a September 2027 place

If you are applying for a reception place for September 2027, all applications are made in advance. Offers are made by the Local Authority on national offer day.

Our Published Admission Number (PAN) is 30 places, and this is the number of places the school can admit in reception in 2026.

You must apply to the local authority who empties your bins. If this is Leeds, go to www.leeds.gov.uk/apply. The website is a composite prospectus for all Leeds schools, and this includes:

- all the steps you need to go through to make an application
- the key dates
- a search tool to see if your home address gives any higher priority for admission to any school(s)
- an explanation about how places are offered if there are more applications than spaces (oversubscribed)
- the online application portal - apply online and you will be sent your offer by email
- a summary of each school's individual admission policy criteria

- data about who got a place in the last 3 years - this will help you work out if there is a reasonable chance of your child qualifying for a place

- Information about applying under a specific admission criteria (such as your child being previously looked after). It is important to ensure you submit all supporting evidence by the deadline to show you meet any such criteria

You can also watch the [Leeds City Council school admissions video](https://www.youtube.com/watch?v=WRU1SrS7iJE) for more information. (Note to schools: hyperlink is <https://www.youtube.com/watch?v=WRU1SrS7iJE>)

The council's social media pages will also tell you about Q&A sessions where you can ask questions.

You can also see information about our school, including previous admission data, on our school page on the Leeds City Council's website [Check a school's admissions details \(leeds.gov.uk\)](https://www.leeds.gov.uk/schools-admissions)

Application timetable - The below timetable applies to applications made to Leeds City Council. If you apply to another local authority, they may have different dates

	Children born between 1 September 2022 and 31 August 2023 are due to start reception in September 2027
1 November 2026	Applications open. You can apply online at www.leeds.gov.uk/apply
15 January 2027	National deadline for applying for Reception 2027 place
12 February 2027	Deadline for making changes that will be considered as being on-time for our school.
28 February 2027	Final date Leeds City Council uses for adding late applications or receiving change of address evidence. Any new applications received after this date will not be offered a school place until the first round of reallocations in May
16 April 2027	National offer day (first working day on or after 16 April)
30 April 2027	First cut off for waiting list requests and deadline for accepting offers
14 May 2027	Any reception appeal submitted by this date will be heard before the summer holidays start Leeds City Council arranges our appeals.
May to end of August 2027	Any available places automatically allocated from waiting lists by the local authority Lower preference school offers are also withdrawn automatically (even if accepted)

June to July 2027	Appeals heard by independent appeal panels
September 2027	Start primary school

In-year applications

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.

This includes

- applications for a place in reception after the start of term in September
- and applications for a place in all other year groups (year 1-6)

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

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/leeds-schools). You can apply for places at our school and any other Leeds schools who are part of the centralised Leeds in-year application scheme at the same time.

If you have moved house, please submit evidence of the house move at the same time you make your 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 school 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 the 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:

- 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 is 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 appealing for a reception place for September 2026, 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.

Appendix 1 – Nursery Admissions

The daily capacity of the nursery is 26 places.

Children can be admitted to nursery once they turn 3. Children on the waiting list who have reached nursery age are contacted in the term before their third birthday to offer a place. Parents can book full day or half day sessions across the week, but children must attend for at least 12 hours across a minimum of 2 days (excluding wrap around hours). Children may be eligible for FEEE and/or Universal funding from the term after they have turned 3. If parents choose to start their children in the nursery before this, they will be charged for the sessions and invoiced via ParentMail.

If the nursery is not full to capacity, and ratios allow, places for rising 3s may be released. If we are at capacity in nursery, we will operate a waiting list.

First priority will go to those children who have siblings already in the school or parents working in the school.

Second priority is based upon the date a child is added to the waiting list.

Parents are encouraged to visit with their child prior to their start date throughout the year.

Appendix 2 - Wraparound Provision (Cygnetts)

Cygnetts:

The school's wraparound provision has a capacity of 32 places per session and is available to children who attend the school in Nursery or Reception.

Night

Onsite Wraparound care with a capacity of 55 places per session is available for children in Key Stage 1 and 2, through an external provider based on the school site.

Owls:

There is no minimum session requirement for wraparound care. Both wrap around settings book up quickly and waiting lists are in place for these. Alternative wrap around care is available through local child minders.

Further information can be found on our school website: [Wrap Around Care | West End Primary School](#)

For nursery children, it is possible to use funded hours (FEEE and/or universal funding) towards the wraparound care. Any hours that fall above the funded hours will be charged and invoiced through Parentmail.

Sessions for Reception children will be fully chargeable and invoiced through Parentmail.

Children that have attended the Cygnet wraparound provision during the previous academic year will be entitled to keep the same sessions in the new academic year as long as they are still of Nursery or Reception age. Following this, new wraparound sessions will be offered in the following priority order:

- Current Nursery Children
- New Nursery children with siblings that attend Cygnets / Nightowls
- New Nursery children
- Reception Children that attended Cygnets wraparound the previous year in Nursery
- Reception Children that are new to the school but have siblings attending Nightowls
- New Reception Children (based on enquiry date).

The school prioritises new places for Nursery Children. This is because there are fewer wraparound options available for Nursery aged children, which can impact on demand for places and therefore the feasibility of providing the nursery provision.

The maximum daily capacity is 32 spaces. Some weekdays the capacity may be less than 32, due to a reduced demand for spaces and staffing availability.