

ADMISSIONS PROCESS

Leeds City Council Admissions Department handle the Admissions Process from Primary to Secondary School. Their web-site, which includes an outline of the process and key documents mentioned here, can be found at:

www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx

If your child is due to start secondary school in September 2017, you must apply to Leeds City Council or directly to Horsforth School for a school place by using the process outlined below. The deadline for applications is **31 October 2016**. It is important that you submit your application before this date.

Online Application

If you live in Leeds and have an email address, you can apply online by going to the **Top Tasks** section of the Leeds City Council web-page (above address). If you apply online, keep your acknowledgement as proof. If you do not receive an acknowledgement email within 24 hours your application has not been completed successfully. Make sure you click the 'submit' button at the end of the form.

Paper Applications:

You can also apply by completing a common preference form available in the **Documents** section of the Leeds City Council web-site. You can return the paper form directly to Leeds City Council, PO Box 837, School Admissions, Leeds, LS1 9PZ. (It is recommended that you send this recorded delivery so you have proof of postage.)

Or, you can hand the form addressed to 'The Admissions Team' at Horsforth School reception. It is important that you allow time for Horsforth School to forward applications to Leeds City Council Admissions Department before the deadline of 31st October 2016.

Allocation Of School Places:

Details of the types of schools and information on their policies are in the booklet 'Starting Secondary School' in the Documents section of the Leeds City Council web-site. Details of Horsforth School's Admissions Policy can be found on our web-site www.horsforthschool.org under the Parents & Carers section; Admissions.

Offers

Offers of school places will be sent out on 1st March. If you have applied online, this will be by e-mail. If you used a paper form, your offer will be posted to your home address by 2nd class post. These can take up to a week to arrive.

Confirming Your Place

To confirm your place at Horsforth School, you must contact Horsforth School Admissions Team directly either by post, telephone or email admissions@horsforthschool.org

Help and Guidance

For assistance with the online application process, please see the 'online application guide' in the **Documents** section of the Leeds City Council web-site (address above). The web-site also has a useful video outlining the process.

Leeds City Council also provides a Choice Advice Service that can provide impartial advice and support to families with the application and appeals process. Email: Choice.advice@leeds.gov.uk or phone: 0113 3951183.

APPLYING FOR A PLACE AT SECONDARY SCHOOL

You can apply online
or by post

Common Preference Form

Available from the Leeds City
Council web-site
[www.leeds.gov.uk/residents/Pages/
Admissions-Secondary-School.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx)

**Deadline
for applications is
31st October 2016
to Leeds City Council
or
26th to Horsforth School
*to allow time for us to forward to LCC***

Paper Application

It is recommended that you send
recorded delivery to:
Leeds City Council, PO Box 837, School
Admissions, Leeds, LS1 9PZ
or
Hand it in at Horsforth School Reception
addressed to 'The Admissions Team' .

Online Application

[www.leeds.gov.uk/residents/Pages/
Admissions-Secondary-School.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx)

**Offers will be sent out on
1st March 2017**

Confirm Your Place

You will be asked to accept the offer
made to confirm your place. Details of
how to do so will be included in the
information sent to you.

You can confirm your place directly with
The Admissions Team at Horsforth
School by post, telephone or email
admissions@horsforthschool.org

Help & Guidance

[www.leeds.gov.uk/residents/Pages/
Admissions-Secondary-School.aspx](http://www.leeds.gov.uk/residents/Pages/Admissions-Secondary-School.aspx)

www.horsforthschool.org

Impartial advice can be sought from
Choice Advice Service.

Email: Choice.advice@leeds.gov.uk

Tel: 0113 395 1183