



Our ref: CMN/EFR

Dear Parent/Carer,

RE: In Year Transfer Admissions Enquiry

Thank you for your application for a place at this school. Please return the completed form to our school reception. If you have an up-to-date attendance certificate and academic progress report for your child, please include these documents with your application form. Including these documents will help us to process your application quickly.

We will contact you in due course to advise you if we can offer a place. The length of time it takes to process your application varies in each individual case. We aim to process your applications within 20 school days. Please be patient while we deal with your application.

Please note, in accordance with Schools Admissions Code, if your application meets the Fair Access Protocol, the application may be referred to the Local Authority for an allocation to be made by the Fair Access Panel, who meets on a monthly basis. You will be advised by the Local Authority if your case is referred to the Panel and they will also inform you in writing of the outcome.

If you are refused your preferred school, the Local Authority will give you the Right of Appeal to an Independent Appeals Panel. If you need any further advice, please contact Leeds City Council on 0113 2224414.

Thank you again for considering Pudsey Grangefield School for your child.

Yours faithfully,

Mrs C Martin
Deputy Principal