

Before you apply, please read our website carefully so you understand how the admission process works

<https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>

Welcome to the Leeds City Council Parent Portal

To use the Parent Portal, create an account using the "Sign In or Create an Account" link which can be found on top left of this page.

Our portal allows you to apply for one of the following:

- Leeds or want to change school in Leeds. If you wish to apply for a place in them.
- Applications for places in September 2021
- For applications for places in September 2021

For Junior school in **September 2020**, please telephone us on 0113 222 4414 for email us at the below email addresses.

If you have changed address or any other details after submitting your school place application, please email us including evidence of the move:

- education.transfers@leeds.gov.uk – for applications to move to a Leeds school
- startingsecondary@leeds.gov.uk – for year 7 applications
- startingprimary@leeds.gov.uk – for reception and year 3 junior school applications

Further information on school admissions can be found on our website is <https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places>

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner

Parent Portal - school applications

To apply for a school you'll need to:

1. Read our [guidance](#) on applying for a school place.
2. Use the green button below to add your child's details.
3. Add the school preferences for your child. You should apply for 5 schools to give your child the best chance of getting into a school you prefer. Once you've added your child's details, you'll see a new application.
4. Submit your application.

Your details will show here

Applications started and any submitted show below your details under each child

Add your child's details using the green button to the right. You need to add each child separately

Add a new admission round application for each child here

Admissions round

Please check the round details and confirm this is the round you want, click Next to continue.

Sam Jones 01/10/2010

Current School: "Not Currently in Education"

Address: Clinic Hall, Calverley Street, Leeds, LS1 1UR

If the information above is incorrect then please edit this child's information prior to applying by clicking [HERE](#).

Admission To Junior 2018

Admission To Junior

Deadline for Applications: 02/07/2020

Deadline for Late Applications: 03/07/2020

Date of birth from: 01/09/2010

Date of birth to: 31/08/2011

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The next screen summarises the child and the year group you are applying for.

You can only apply in the correct chronological year group - you need to contact the admission team if you are applying out of year group

!!!!You **cannot** tell us of any change of address via the portal. You will need to email us with proof of address documents!!!!

Please see our website <https://www.leeds.gov.uk/schools-and-education/school-admissions/making-changes-to-your-application>

Further details about the application

The details below could help your child get a place at your preferred school. If you answer yes to any of these questions, please remember to send us any supporting evidence.

Further Details

* indicates a required field

Your relationship to the child? *

If your child has been Looked After by a local authority (child in care) at any point, which Local Authority had this responsibility?

Does your child have a current EHC Plan? * ☐ Yes ☒ No

Is the child's parent or guardian a Crown Servant? * ☐ Yes ☒ No

Is your child from a multiple birth (for example a twin)? * ☐ Yes ☒ No

Answer each of the questions about the application

!!! Remember to send us evidence if your child meets special criteria!!! If you need to find out more about this go to: <https://www.leeds.gov.uk/schools-and-education/school-admissions/check-if-you-need-to-submit-extra-information>

The next page is a summary of your application

School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round [Edit Admissions Round section](#)

Round: Admission To

Further Details [Edit Further Details section](#)

Your relationship to the child?: Mother

If your child has been Looked After by a local authority (child in care) at any point, which Local Authority had this responsibility? : Child not currently or previously in care of a LA

Does your child have a current EHC Plan?: No

Is the child's parent or guardian a Crown Servant?: No

Is your child from a multiple birth (for example a twin)? No

Your preference schools: details

Use this page to search for schools you want to apply for. You can press the search button to show a list of schools. Please note that the distances used in this search may not be the same as the measuring distances schools use. To apply for a school, click select in the list below

This is preference 5 of a possible 5.

School name

School's within ☐ Any distance ☒ Other

LA

Type of school

School Postcode

Gender Mix

***** Tip ***** press the search button, entering no other criteria, and you will see a list of schools from your child's home address by straight line distance

Results

1 2 3 4

☒ School 1

School Type: City Academy

Gender Mix: Mixed

Address: Leeds, West Yorkshire

Distance (miles): 1.1

Age From: 11

Age To: 18

The next page lets you choose the schools you wish to preference – **you should include 5 schools.**

Please read the information on our website here <https://www.leeds.gov.uk/schools-and-education/school-admissions/before-you-apply>

Your preferences: your reasons

If you'd like to explain your reasons for applying for your schools, you can enter them below.
Please note that schools can only take these into account if they relate to the schools admission policy.
You may need to provide additional evidence if your child meet a specific admissions policy criteria.

Click Next to proceed to the next stage.

Preference reasons

☐ Brother Or Sister At School
☐ Exceptional Needs Only Met At This School
☐ Religion

Reason Notes

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Next you'll be asked for your reasons for applying.
Please tick any boxes that apply

!!! PLEASE NOTE!!!! Not all schools offer *exceptional needs only met at this school* – check the admission policy on the schools own website to see if they do offer this.

Also remember to send in the required extra evidence for the school to consider

If you need to find out more about the extra information go to:

<https://www.leeds.gov.uk/schools-and-education/school-admissions/check-if-you-need-to-submit-extra-information>

If your child has a **sibling**, you'll be asked for their details:

Sibling details

Add in details of any of your child's siblings that attend this school. You should read the school's admission policy to see how the school defines sibling priority.

Sibling Details

* indicates a required field

Forename*

Charlie Jnr

Middlename

Surname*

Jones

Date of birth* (DD/MM/YYYY)

25/06/2006

Gender*

☒ Boy ☐ Girl

Address same as child

☐

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Sibling address: find address

Please give the address of the sibling by entering the number and postcode below.
Click the Find button to search for the address. If you wish to enter your address manually, click the Manual Address button.

Find Address

House Name or Number

Postcode*

1

* indicates a required field

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Find

Or

Enter Manual Address

!!!!Sibling definitions vary between schools!!!! A sibling who lives elsewhere or who is currently at the school but will have left school by the time your child starts may not be included.

Check that your child meets the sibling definition by reading the admission policy on the school's own website

Your child's preference school: Supplementary Information details

The school you're applying for has faith criteria in their admission policy. You'll need to provide additional information if you are applying under faith criteria. Send the Supplementary Information Form (SIF) directly to the school by the deadline stated in their admission policy. If you do not provide a SIF your child could have a lesser chance of getting a place.

When you have completed this, click Next to proceed to the next stage

Faith

* indicates a required field

Faith

No Faith

Notes

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If you are applying for a school that admits pupils under **faith criteria**, remember to send the school the **Supplementary Information Form (SIF)** to show you meet any religious criteria by the closing date.

The SIF is on the school's own website

If you need to find out more about extra information go to <https://www.leeds.gov.uk/schools-and-education/school-admissions/check-if-you-need-to-submit-extra-information>

portal.leeds.gov.uk/Synergy/Parents/preference/confirmation.aspx

Preference school details confirmation

School requires Supplementary Information Form (SIF) to be sent separately to support application

School Details ✓ Edit School Details section

School: Cardinal Heenan Catholic High School

Faith Details ✓ Edit Faith Details section

Faith: Roman Catholic

Preference Reasons ✓ Edit Preference Reasons section

Preference reasons: Religion

<< Back Confirm

After you add each preference, you'll be shown a summary of what you've told us.

Preference Summary

Below you can find the schools you're applying to for your child. You can reorder these by clicking on the arrows next to the school name.

If more than one school has a place for your child, you'll be offered a place at the school you rank higher in this list.

Once you're happy with your list, click on Review application.

You have now provided the maximum number of preferences

Return to Home Page

To review and submit your application, please click review application below.

Delete Application Edit Admissions Details Review Application

Sam Jones
Round: 2020-21 Year 11 Transfers

Preferences

Rank: 1	School: ... Academy	Edit Preference Delete Preference
Rank: 2	School: ... High School	Edit Preference Delete Preference
Rank: 3	School: ... Leeds	Edit Preference Delete Preference
Rank: 4	School: ... School	Edit Preference Delete Preference
Rank: 5	School: ... ademy	Edit Preference Delete Preference

Sam Jones
Round: 2020-21 Year 11 Transfers

Preferences

Rank: 1	School: ... Academy	Edit Preference Delete Preference
Rank: 2	School: ...	Edit Preference Delete Preference

Once you have added all 5 preferences, you'll see a summary of all your school application and preferences.

You can move the school order up or down your ranked list by pressing the arrow button

At this stage, the preferences will say **Application Not Submitted**

Synergy

Submit application

Your application is shown below. If all details are correct, click the **Submit Application** button. If you wish to make any changes, return to the summary page. Please note that you don't need to include your council tax reference number to submit your application.

Disclaimer

Before submitting your application, read our Schools Admissions Privacy Notice. A paper copy of this information is available on request. By submitting this form you are giving your consent to Leeds City Council to use your data. This will be for the purpose of offering your child a school place. We may also use the information for monitoring and statistical purposes, although you will not be identifiable from this. If you do not tick the disclaimer box your preferences will not be submitted.

☐ I have read the disclaimer

You have not ticked to confirm you have read the disclaimer

[Print Summary](#)

[Return to Preference Summary](#)

[Submit Application](#)

Account Details
Full Name: D
Address: Cvi
Cal
Lee
LS1
Home Phone:
Work Phone:
Mobile Phone:
Email Address:

Child Details
Name: Sam Jones
Address: As Parent / Applicant
Date of birth: 01/10/2004
Gender: Male
Current School: *Not Currently in Education

Application Details
Round: 2020-21 Year 11 Transfers

On the next screen, you must agree the disclaimer and then press the green submit button to send us the application

Until you do this, your application is **not submitted** - once it is submitted you will see the below message

School application submitted successfully

Thanks for submitting your application. You'll receive a confirmation email in the next 24 hours. If you don't receive an email, contact us on 0113 222 4414

[Return to Home Page](#)

Before progressing, please use the 'Edit Child' link to review or amend child details. If your child's date of birth is correct and you cannot see a 'new schools' link, your application has been submitted.

Sam Jones 01/10/2004 [Edit Child](#) [Delete Child](#)

School Admissions

2020-21 Year 11 Transfers

Preference 1:	Application Not Submitted
Preference 2:	High School (Application Not Submitted)
Preference 3:	Application Not Submitted
Preference 4:	High School (Application Not Submitted)
Preference 5:	Academy (Application Not Submitted)

[View Admissions](#)

[Review Application](#)

To check if your application is submitted, on the home screen you will see it shows as **School name (Application Not Submitted)** or **School name (Application Submitted)**

If you need to edit your submitted application, you can do this on the preference summary screen. If the preferences show as "application submitted" – press **unsubmit**. If they show as anything else, you need to contact the admission team.

Always **remember** to check you have resubmitted your application.

Preference Summary

Below you can find the schools you're applying to for your child. You can reorder these by clicking on the arrows next to the school name.

If more than one school has a place for your child, you'll be offered a place at the school you rank higher in this list.

Once you're happy with your list, click on **Review application**.

You have now provided the maximum number of preferences

[Return to Home Page](#)

Preferences have been submitted. Please unsubmit to edit or resubmit your application.

[Unsubmit](#)