

### **I have been offered a place at Abbey Grange and want to accept the offer!**

All successful applicants must accept their offer, preferably by Wednesday 14 March (and no later than Thursday 29 March), by telephoning 0113 275 7877 or emailing [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk).

### **I have been offered a place at Abbey Grange and want to decline the offer!**

If you wish to refuse the offer, please put it in writing (preferably by email), with a reason as to why you are refusing the offer. We will then inform Leeds City Council.

### **I have been offered a place at Abbey Grange – when will I receive further information?**

We will send an email to all parents once all offered places have been accepted or refused (to check name details). We will then write to all parents who have accepted their offer by the end of April.

### **I didn't get a place at Abbey Grange – can you tell me why?**

We follow our admissions policy, as published on our website, in order to rank all applications. We don't see what number preference you put us down as, we just see a list of everyone that applied; we group and rank each application according to our policy. We are an oversubscribed school, so some people are disappointed. This year we received 917 applications and we have 240 spaces.

### **I didn't get a place at Abbey Grange – is there anything I can do about it?**

You have a right to an independent appeal if you wish. Please refer to our appeals information document for 2018. Please note that the appeal is an independent process and we therefore cannot give a judgement on any appeals. While waiting for an appeal, it is strongly advised that you accept the school place you have been offered to avoid your child missing out on education.

### **I didn't get a place at Abbey Grange – do you have a waiting list?**

To request to go onto our waiting list, please contact Admissions at Leeds City Council by telephoning 0113 222 4414, preferably by Wednesday 14 March. Applicants who submit a notice of appeal will automatically be added to our waiting list. We rank our waiting list in line with our admissions policy. When the waiting list is open, we will regularly check if anyone has refused their place and we will contact you if we can offer you a place. We will then write to everyone on the waiting list twice a year to make sure it is up to date.

**I am appealing for another school but want to accept my place at Abbey Grange in the meantime – is that allowed?**

Yes! Leeds City Council recommends that you accept your offer while waiting for the outcome of any appeal or waiting list application for another school. It will not prejudice your appeal for a different school.

**I didn't put Abbey Grange on my preference form but I've changed my mind and want to apply – can we do this?**

The best action to take now is to appeal; please refer to our appeals information document for 2018. You will also need to contact Leeds City Council to amend your school preferences by either emailing [education.annual.cycle@leeds.gov.uk](mailto:education.annual.cycle@leeds.gov.uk) or telephoning 0113 222 4414.

**When will the appeals take place?**

Year 7 intake appeals for 2018 are expected to take place in mid-May.

## **In-year transfers 2017/2018 FAQ's:**

### **I would like to apply for a transfer for my child – what do I need to do?**

Please contact the General Office to request an In Year Common Preference form and a Supplementary Information Form for transfers, or alternatively you may complete the In Year Transfer Request form on our website. Once we have processed the completed forms, we will add your child to the waiting list for their school year group. If you attend a place of worship, we will write to the person you have specified on your form to request verification. When we have received a reply from your place of worship (if applicable), we will write to you to confirm that you have been placed on the Abbey Grange waiting list for your child's year group. If we are able to offer a school place to your child, we will contact you by telephone.

### **I do not attend a place of worship or have attended for less than two years – can I still apply to Abbey Grange for a transfer?**

If you do not attend a place of worship or have attended for less than two years, your application will be considered after Abbey Grange has looked at applications from those who have attended a place of worship for at least two years.

### **My child is on the waiting list – how long will we need to wait?**

We are unable to estimate if or when your child will receive a school offer from Abbey Grange. When a school year is full, we can only make an offer when a child in that year group leaves the school. Your child's position within the waiting list may change; each time a child is added to or removed from our waiting list, the waiting list is ranked again in line with the oversubscription criteria published in our admissions policy. To keep our waiting lists up-to-date, we will write to you every six months, during December and June, to check if you would like your child to stay on the waiting list.

### **I didn't get a place at Abbey Grange – is there anything I can do about it?**

You have a right to an independent appeal if you wish. Please refer to our appeals information document for 2018. Please note that the appeal is an independent process and we therefore cannot give a judgement on any appeals. While waiting for an appeal, it is strongly advised that you accept the school place you have been offered (if applicable) to avoid your child missing out on education.

## Intake 2019 FAQ's

### **My child will be starting high school in September 2019 – when can I apply for a place at Abbey Grange?**

Supplementary information forms for Abbey Grange will be available from August 2018 on our website and from the General Office. Please also ensure you complete the online common preference for the Local Authority. Both forms will need to be completed by 31 October 2018

### **I do not attend a place of worship or have attended for less than two years – can I still apply to Abbey Grange?**

If you do not attend a place of worship or have attended for less than two years, your application will be considered after Abbey Grange has looked at applications from those who have attended a place of worship for at least two years. Please refer to the 2019 admissions policy for further details.

### **I do not attend a Christian Church as I have another religious faith – can I still apply to Abbey Grange?**

Yes - 12 places will be allocated to children of another religious faith. Please refer to the 2019 admissions policy for further details.

### **I would like a place at Abbey Grange but haven't returned a supplementary information form – will I still be considered for a place?**

If you have returned the common preference form to the local authority but have not completed a supplementary information form for Abbey Grange, your application will not be considered until after we have considered those with a completed supplementary information form. Please refer to the 2019 admissions policy for further details.

### **I will be applying for a year 7 place from September 2019 – when will you be able to tell me if my child has been given a place at Abbey Grange?**

Offers of school places will be sent by Leeds City Council on Friday 1 March 2019. You will receive your offer by email. Offers will need to be accepted during March and refusals will need to be submitted in writing. Unsuccessful applicants can appeal and/or request to go onto our waiting list. We cannot disclose offers; the decision must come from Leeds City Council by email or post.