Low Road and Windmill Music Federation and Windmill Daycare

Low Road and Windmill
Music Federation

EYFS Admissions Policy

September 2026

Applying for Reception Class places

There is an online procedure for applying for a school place via Leeds City Council who will send out a letter to inform you of this process.

There will be 30 (Low Road) and 60 (Windmill) Reception places available each September.

Children in the Leeds Authority start in the September of the academic year (1st September – 31st August) in which they reach the age of 5.

Parents considering enrolling their children are advised to make an appointment to visit the school. A member of staff will talk to you about the aims and ethos of the school and arrange for you to come and visit.

On the commencement of their place in Reception they will attend stay and play sessions and then begin a short staggered entry to ensure a smooth transition.

Procedure for admissions to Reception

Visit https://www.leeds.gov.uk/schools-and-education/school-admissions/apply-for-a-primary-school

Applications open – 1st November 2026
Applications deadline – 15th January 2027

After 12 February 2027, you will not be able to use the online portal to apply. If you are applying:

- after 12 February but before offer day, you'll need to contact us for a paper application form
- for the first time after 16 April 2027 (offer day), you will need to join a waiting list

Please Note: attending Day Nursery does not guarantee a place in school. All parents wishing to attend our school must apply via the online portal.

National Offer day – 16th April 2027 (via email from Leeds City Council)

Get help with your application
For help with your application, contact Leeds Council:
0113 222 4414
Monday to Friday between 9am and 5pm, except Wednesdays when we open at 10am.
Email:
startingprimary@leeds.gov.uk

School Contact Information

Windmill Primary School
0113 2712115
Office Manager: Mrs Lincoln

Low Road Primary School
0113 2716051
Office Manager: Mrs Lockey

Monitoring and Review

It is the responsibility of all of EYFS, SLT and Office Staff to follow this policy. The Head of EYFS will carry out monitoring of the policy.

The policy will be reviewed before the start of each academic year.

A .Swan – EYFS Leader
Review: September 2027