

# How to apply for school places:

An important notice for parents

**School transfers for entry in September 2015:  
Parents must apply between  
1st September 2014 and 31st October 2014**

*Apply by 31st October 2014 at the latest  
- late applications have lowest priority.*

# The application process

**This leaflet will help you apply for your child's school place. Further information on the application process is included in Your Guide to Secondary Education 2015-16 – Applying for your child's secondary school place' which is available to read at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)**

Leicestershire County Council has a responsibility to co-ordinate the secondary school admissions process for children living in its area and therefore if you are resident in Leicestershire you will need to submit an application to the council naming the school(s) you are interested in.

**It is important to understand that everyone must apply for a school place as there is no automatic entry for any school.**

You are allowed to apply for up to three schools and your application should include requests for any community, voluntary controlled, voluntary aided, academy, foundation, trust, faith, free or studio schools irrespective of whether the school is located within or outside of the Leicestershire area. You must list the schools in order of preference with your highest preferred school listed first. Applications for places at private or independent schools should be made direct to the school concerned and should not be included in your list of preferences.

We strongly recommend that you include, as one of your three preferences, a school where you are sure that your child will meet one of the higher criteria for admission.

## Types of schools

**Leicestershire academy, voluntary aided, foundation, trust or studio schools:**

The majority of secondary schools in Leicestershire now have academy status. The admitting authority for academy, foundation, trust, faith, free and studio schools is the school themselves. Applications for places at any of these schools must however be made to the council.

The governors have responsibility for agreeing and publishing their own individual admissions policy and oversubscription criteria and for determining the catchment area for their school.

**Please note;** Some academy status schools have not adopted the catchment area boundaries previously maintained by the council. If you require more detailed information regarding a particular

school's admission policy or catchment area please contact the school direct or visit their website.

### **Leicestershire community and voluntary controlled schools:**

Admissions to community and voluntary schools in Leicestershire are the responsibility of the council and not the responsibility of the school. Should any of these schools be granted academy school status after 31st August 2014, the council will retain responsibility for the allocation arrangements for the Autumn 2015 intake and offer places according to its over subscription criteria.

### **Choosing a school**

Schools hold open evenings for parents to view the school and its facilities and speak to the teachers. This can be useful in helping you determine the best school for your child. To find out more about school open evenings contact the schools you are interested in for details.

### **Getting your child to school**

Before you make your application consider how your child will get to school. Please note that for the September 2015 intake, the Council has adopted a new school transport policy that means the traditional pattern of free transport around Leicestershire will in many cases significantly change. Therefore,

do not assume that just because "transport has always gone from my area to my child's school" that this will still be the case in future. More details can be found on the website at: [www.leics.gov.uk/school\\_college\\_transport.htm](http://www.leics.gov.uk/school_college_transport.htm)

### **Applying online**

We prefer you to apply online: this is the most direct way and is easy and secure. Internet access is available at all Leicestershire libraries and some schools may allow you to use their computers to apply. Last year 97% of Leicestershire parents used the online system to submit their application.

In order to apply online you need to have a valid email address. If you do not have an email address, see notes below on how to apply by post.

Log onto [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions) and follow the instructions.

By applying online you will be able to view and amend your application up to the closing date. After this date you will still be able to view your application but not change it.

If you have not used the online system before you will need to register a password and user name. It is advisable to make a note of these and keep them somewhere safe. **You will not be able to view your result online without them.**

Complete the application form and **click submit** when you have finished. If you have done this correctly then you will receive an email to acknowledge receipt of your application and a unique application reference number.

If you do not receive an email acknowledgement you need to try again or contact the Customer Service Centre on 0116 305 6684 for advice.

It is also advisable to save or print a copy of your application and the email acknowledgment receipt.

If you are unable to apply online it is possible to download a form from the website, fill it in and post it to us by the closing date. Alternatively you may call the Customer Service Centre on 0116 305 6684 to ask for a form to be sent to you.

- **You are advised to keep a copy of your completed application.**
- **Get some proof of posting or a receipt from the Post Office or hand it in at County Hall reception.**

If you want to receive an acknowledgement you can apply online (see above) or enclose a stamped self addressed envelope with your application form and we will post a receipt.

## **REMEMBER:**

- **Everyone must apply – there are no guaranteed school places.**
- **Apply before the closing date of 31st October 2014.**
- **Customer Service Centre school admission enquiries 0116 305 6684.**

## **Late requests**

Applications received after the closing date, and before the offer date without proof that the lateness of the application was beyond your control, will receive the lowest priority.

## **What happens next?**

### **Leicestershire community and voluntary controlled schools:**

The School Admissions Team will process all applications, dealing with those received by the 31st October closing date first. If a school is oversubscribed, places are offered according to the criteria given in the 'Your guide to Secondary Education' booklet at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)

### **Leicestershire academy, voluntary aided, foundation, trust or studio schools:**

Application details will be forwarded to the individual schools after the 31st October closing date.

The schools will be required to rank the applications according to their published admissions criteria and then notify the council of the priority order that places are to be offered.

## How will I receive my school place decision?

Results will be made available from 2nd March 2015. If you have applied online you will receive an email confirming the availability of results and you will then be able to log in using your **username, password and application reference number** to obtain the decision.

A separate decision letter will only be issued to online applicants if the request for their preferred school is refused. If you apply via a paper application form a decision letter will be posted out to your home address from 2nd March. Please be aware this could take up to five working days to arrive.

Where we cannot offer a place at any of your chosen schools the School Admissions Team will provide you with a list of all Leicestershire schools with places still available.

## What happens if I am not offered the school I want?

If your request is refused you can appeal against the decision. For information on how to appeal please see the website [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions) or contact the Customer Service Centre on 0116 305 6684.

## 'Over Subscription' waiting lists

If you are refused a place at a Leicestershire community or voluntary controlled school, the council will automatically place your child's name on the 'over-subscription' waiting list (OSL). You will be able to find out where your child is on the waiting list for one of these types of schools by logging onto the online system and following the instructions. The council will contact you immediately should a place subsequently become available for your child.

Academy, voluntary aided, foundation, trust, faith, free and studio schools maintain their own 'over subscription' waiting lists. Enquiries regarding your child's position on the waiting list for one of these type's schools should be made direct to the school concerned.

## Leicestershire Admissions Priority Criteria for entry Autumn 2015

If there are too many requests for community schools, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see *note i below*):

1. Children who are in public care and those children who were previously looked after children (see *note ii*).
  2. Pupils who live in the catchment area (see *note iii*).
  3. Pupils who will have an older brother or sister attending the same school at the same time (see *notes iv and v*).
  4. Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. Professional documentation confirming the situation must be submitted with the application (see *note vi*).
  5. Pupils who will have attended a feeder school for at least two years before the time of transfer (see *note vii*).
  6. Pupils starting at an infant school with a sibling attending at the same time in the linked junior school (see *note iv*).
- or
- Pupils transferring to high

school who will have an older brother or sister attending the linked upper school at the same time (see *note iv*).

7. Pupils basing their application on religious belief (see *note viii*).
8. Pupils living nearest to the school measured in a straight line distance (home to school front gate) (see *note ix*).

### Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. Children in care of a local authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under this criterion. In such circumstances a letter from the last local authority in which the child was in the care of will be required.
- iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.

- v. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.
- vi. If criterion 4 is used, professional supporting documentation from the lead professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
- Crown Servants.
  - Children in the care of a local authority.
  - Children subject to Child Protection Plans.
  - Hard to Place children – who fall under the Fair Access Protocol.
  - Parents suffering domestic violence. (This is dependent on documentary evidence by a lead professional).
  - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).
- vii. For criterion 5 above, the child must have been enrolled at the feeder school on or before the start date of the Autumn term two years before transfer.
- viii. For criterion 7 above, a letter of support from your minister or religious leader will be required explaining how the school caters for your faith.
- ix. For criterion 8 above, measurement of distance is in a straight line from the point that the home property's front entrance meets a public highway to the school's main designated front gate, using a computerised mapping system.

Each case will be assessed on its individual merits.

**Please note that late applications receive the lowest priority.**

**IMPORTANT:**

**If you have a child that is due to start primary/infant school for the first time in Autumn 2015 then the closing date for these applications is 15th January 2015.**



Leicestershire  
County Council

**It is recommended you keep a record  
of your application details below:**

Online user name:

Password:

Application reference:

Date of application:

**Customer Service Centre 0116 305 6684**

## School transfers timetable

### Primary to high and high to upper school entry 2015

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<b>1st Sept 2014 onwards</b>	Application packs posted to all parents of children due to transfer to the next stage of education
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<b>1st Sept -31st Oct 2014</b>	Parents submit an application for their preferred school/s.
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<b>31st October 2014</b>	<b>Closing date for return of applications</b> Last day for county residents applications to be received at the County Hall address.
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<b>19th November onwards</b>	Applications are processed and shared with other local authorities (i.e. Leicester City, Derbyshire etc where appropriate), Voluntary Aided and Foundation Schools.
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<b>2nd March 2015</b>	<b>National offer day</b> Decisions made available to parents
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<b>31st March 2015</b>	Last day for appeals to be received by Legal Services Dept at County Hall.
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<b>May/June</b>	Independent appeals heard.
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**Apply online at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)**