



LEICESTERSHIRE COUNTY COUNCIL

CHILDREN AND FAMILY SERVICES

**ADMISSIONS TO MAINSTREAM SCHOOLS (COMMUNITY
& VOLUNTARY CONTROLLED) POLICY & PROCEDURES**

(Affecting First Time Admissions, Infant-Junior and Secondary transfers for entry
Autumn 2023 and mid-term transfers from Autumn 2023 onwards)

C O N T E N T S

Section Title	Section Numbers	Page Number
The purpose of this Policy	-	3
Scope of the Policy	1.0 – 1.3	3
Legal Position & Other Requirements: Summary	2.0 – 2.12	3 – 5
First Time Admissions to Mainstream Primary or Infant Schools and Infant to Junior Transfers	3.0 – 3.11	5 - 6
Infant Class Size & Exceptions	4.0 – 4.2	6 - 7
Admission of children below compulsory school age and deferred entry	5.0 – 5.4	7
Admission of children outside their normal age group to Community or Voluntary Controlled schools	6.0 – 6.9	8 - 9
Normal Secondary School Transfer Admissions (not sixth form)	7.0 – 7.5	9
In-Year (mid-term) Transfers (all year groups) whether in-catchment or not	8.0 – 8.4	10
Processing Parental Preferences	9.0 – 9.2	10 - 11
Priority Criteria for Entry Autumn 2021 Admissions and Mid-term Applications during 2021/2022 Academic Year	10.0	11 – 13
Tiebreaker	10.1	13
Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications	11.0 – 11.3	13

Withdrawal of places	12.0	13 - 14
Mid-term Applications	13.0 – 13.2	14
Appeals (including class size appeals)	14.0 – 14.2	14 - 15
Second Applications (Further Appeals)	15.0 – 15.2	15
Errors	16.0 – 16.1	15
Exceeding the Admission Number (AN)	17.0 – 17.5	16
Miscellaneous:		
• Catchment Area Definition and How to Find Out the Catchment Area School for Your Home Address	18.0 – 18.2	17
• Areas of Dual / Multiple Catchment Entitlement	18.3	17
• Determining Home Address/Parental Proof of Residence	18.4	17 - 18
• Clarification of home address where the family's current address is deemed temporary or multiple addresses	18.5	18
• Over-subscription Lists	18.6 – 18.9	18 - 19
• Circumstances in which an application might be refused – Children with challenging behaviour and twice Excluded Pupils	18.10 – 18.15	19
• Children with Education Health and Care Plans (EHCP) (Special Educational Needs)	18.16	20
• Children from Overseas	18.17 – 18.18	20
• Acceptance or Refusal of Offers; Withdrawal of Places or Offers of Places	18.19 – 18.21	20
• Children with Split Residence	18.22 – 18.24	20 - 21
• Children of UK Services Personnel and other Crown Servants	18.27 – 18.29	21
• Post Sixteen and Sixth Form Admissions	18.30 – 18.31	21

The purpose of this Policy:

Leicestershire County Council (“the Council”) is the admission authority for community and voluntary controlled schools within Leicestershire. This policy sets out the Council’s admission arrangements for the purposes of allocating school places to these types of school. For details about admission to any other type of school you should refer to the school’s website.

Scope of the Policy

- 1.0 This policy sets out the admission arrangements that will apply to any applications for admission to community and voluntary controlled schools within Leicestershire, for which the Council is the admission authority. For the avoidance of doubt, this policy does not apply to other schools including: schools within other local authorities (including Leicester City), voluntary aided schools, foundation schools, independent schools or academies, studio schools or admission to post-16 education.
- 1.1 For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but not limited to natural parents, those who have day-to-day care of a child and/or parental responsibility.
- 1.2 Where one parent objects to a school application made by the other parent, and to prevent the application from being processed the School Admissions Service will require a court order. In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to allow the objecting parent time to obtain the court order.
- 1.3 The Council will endeavour:
- ~ where possible give priority for a place in the catchment area school (dependent on the parent applying at the appropriate time);
 - ~ to give entitlement to a place in a preferred school if there is room;
 - ~ to give entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed. The application will be determined in accordance with the priority criteria where oversubscribed.

Legal Position & Other Requirements: Summary

2.0 The Council is the admission authority for community and voluntary

controlled schools in Leicestershire only and it must determine (confirm) its admission arrangements to these categories of schools for subsequent academic years by 28th February following a formal consultation as prescribed in the National School Admissions Code.

- 2.1 In preparing its admission arrangements, the Council adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, the Council will undertake a minimum 6–week consultation period between 1st October and 31st January. Parents, schools and local groups with an interest in the local area must be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.
- 2.2 The Council is required to co-ordinate applications for all residents in its area. To this purpose it has an approved scheme for co-ordination which is published on our website.¹
- 2.3 The Council has a duty to provide school places for all pupils resident in its area. The Council achieves this within community and voluntary controlled schools by giving high priority to catchment area children and by allowing parental preference wherever possible.
- 2.4 Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure their children receive suitable full-time education by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.
- 2.5 Compulsory school age is from the term immediately following a child's 5th birthday, which means:
 - ~ a child turning 5 between 1 September and 31 December must start school no later than from the start of the Spring term (January);
 - ~ a child turning 5 between 1 January and 31 March must start school no later than from the start of the Summer term (April);
 - ~ a child turning 5 between 1 April and 31 August must start school no later than the following Autumn term (September).
- 2.6 Each school has an Admission Number (AN) relevant to normal points of entry only, with careful consideration being given to the relationship between admission limits and infant class size requirements i.e. Reception, Year 3 at

¹ Co-ordination includes applications for first-time admission, infant to junior transfers and secondary transfer at the normal year of entry for that school not mid-term (in-year) applications.

a junior School and Year 7.

- 2.7 The Council will only admit children up to the admission number except in certain limited circumstances (see Sec 4 and 17) and will ordinarily consider that anything over and above that number would be prejudicial to the efficient education and/or efficient use of resources.
- 2.8 The Council must allocate any places in schools according to objective and transparent criteria. Where the admission number has not been reached, the Council will allocate a place at that school except where paragraphs 18.13 regarding twice excluded pupils (reception aged children would be exempt) and 18.14 regarding children being considered under the fair access protocol.
- 2.9 Parents who have their application to a particular school refused have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.
- 2.10 A local authority has the power to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after even when the school is full. [*Where maintained schools include community, VC, VA and foundation schools.*]
- 2.11 The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.
- 2.12 Each school has its own admission number. For details about the admission number for a specific school please see Leicestershire Admissions website or the individual school's website.

First Time Admissions to Mainstream Primary or Infant Schools and Infant to Junior Transfers

- 3.0 For first time admission, applications for a school place must be made by the relevant closing date during the academic year (between 1st September and 31st August) in which the child turns four, even if the child will not be of compulsory school age in September when they start school. Parents can elect for children not to attend school at the start of the autumn term – for further information see section 5 to defer their child's start of school or see section 6 regarding delaying admission to the following academic year.
- 3.1 For transfers from Infant to Junior School, applications must be made by the relevant closing date (15th January) for all children in Year 2 transferring to Year 3 at a junior school.

- 3.2 Parents living in Leicestershire must apply to the Council for a school place. The best way to apply is by applying online through the Council's website however paper copies of the application form can be requested from the Customer Service Centre by calling 0116 305 6684.
- 3.3 Parents that do not live in Leicestershire but are seeking a school place at a school within the area can do so by applying through their home local authority. Those applications will be forwarded to the Council for processing, in accordance with the co-ordinated admissions scheme (please see the Council's website for a copy of the co-ordinated scheme).
- 3.4 All applications received by the relevant closing date (*please see co-ordinated scheme for dates*) will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved priority criteria (see section 10). All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.
- Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.
- 3.5 For those parents that live in Leicestershire, the Council will confirm decisions for applications from the national offer date 16th April (or on the next available working day if the 16th April falls on a weekend/bank holiday).
- 3.6 For those parents that do not live in Leicestershire, the Council will confirm decisions to the relevant home local authority who will in turn inform parents of the Council's decision.
- 3.7 Places will be allocated up to the Admission Number (AN). Where there are more applications than places, applications will be determined in accordance with the Council's priority criteria (see section 10).
- 3.8 The Council's decision will either be to offer a place at a school or refuse the place because: the school is full or because admission would breach the infant class size limit (in an infant or primary school see section 4). A refusal letter will also explain to the parent their right to appeal – for further information on appeals see section 14.
- 3.9 The majority of admissions to reception to all infant and primary schools is the

September immediately following a child's fourth birthday (i.e. all children who have turned 4 before 31st August). The same applies to the majority transferring from Infant to Junior (i.e. from September immediately following their 6th birthday).

- 3.10 For the avoidance of doubt, and in compliance with the relevant regulations, an infant child (i.e. Foundation Stage, Year 1 or Year 2) who moves into a school's area after initial allocation decisions have been made and applies for a catchment place, will not be offered a place in their catchment school if the admission number has already been reached and the class to which they would be admitted will already contain 30 children and there is an alternative school with space available in the relevant year group within 2 miles walking route of the home address.
- 3.11 Where an infant child moves into a catchment area and applies for the catchment school, and there is no other available school with places within 2 miles walking route of the home address, they will be an excepted pupil in the catchment school and may be offered a place at that school without breaching the infant class size rules. The Council may require parents to provide proof of residence – see section 18.7 for more information.

Infant Class Size & Exceptions

- 4.0 Infant Classes (Foundation Stage, Year 1 and Year 2) must not exceed 30 children per teacher² and applications for year groups which would cause that number to be exceeded will be refused. That includes where admission would cause the infant class size limit to be breached in the future.
- 4.1 There are a number of exceptions where children will not count for the purposes of calculating those 30 which are set out below. Children will remain as permitted class size exceptions for the duration of Foundation Stage and Key Stage One, or until the total number of children within the class drops below 30 per class.
- 4.2 The exceptions, as set out within the School Admissions Code are:
- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
 - b) looked after children and previously looked after children admitted outside the normal admissions round;

² As defined by the section 4 of the School Standards and Framework Act 1998.

- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Admission of children below compulsory school age and deferred entry

- 5.0 Upon notification of a school place being offered, a child is entitled to a full-time place in the September following their fourth birthday, but they are not required to start school until the start of the term after the term in which they reach compulsory school age.
- 5.1 The date the child is admitted to the school can be deferred until later in the school year or the child can attend part-time until the child reaches compulsory school age in the year the original application was made.
- 5.2 A child's school place may be deferred but only up until the beginning of the summer term.
- 5.3 Where a child has failed to attend school by the start of the summer term in the school year for which the original application was made, parents will have to submit a new application unless there are exceptional circumstances which have prevented the child from doing so. Where there are no exceptional circumstances any application will be treated as an in-year application.
- 5.4 Exceptional circumstances will include a child who has been unable to attend school because of medical reasons (i.e. hospitalisation, operation recovery that has taken up to two school terms).

Admission of children outside their normal age group to Community or Voluntary Controlled schools

- 6.0 At the point of first time admission, transfer from infant to junior school or admission to secondary school, parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.
- 6.1 Parents of a summer born child, that is those children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example into the Reception year group rather than Year 1 (this is considered as a delayed entry for the purposes of this policy).
- 6.2 To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request to the Council for admission outside of the normal age group. Further information about the process will then be provided to parents upon their request for admission outside of the normal age group or by contacting the School Admissions Service.
- 6.3 Decisions will be made by a panel of Local Authority (LA) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:
- parents' views;
 - information about the child's academic, social and emotional development;
 - where relevant their medical history;
 - any views of medical and other professionals;
 - whether they have previously been educated outside of their normal age group;
 - whether they may have fallen in to a lower age group if the child was not born prematurely; and
 - the views of the Headteacher of the school concerned.
- 6.4 Decisions made by the Council will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.
- 6.5 Where the Council agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place in Reception (or at secondary transfer) at the appropriate time a year later as part of the co-ordinated first time admission process. If that application is successful, the child will be admitted into Reception (or Year 7). However, parents must be aware that any such consent will not guarantee them a place at a particular school.
- 6.6 For schools under the LA's control, the LA will process any such application as

part of the main admissions round, and alongside other applications for that age group, on the basis of determined admission arrangements only including the priority criteria when this applies. Where an application is late, it will be considered after on-time applications.

- 6.7 Any agreement by the Council to delay entry or be admitted in advance of their chronological age group will only apply in relation to the community schools and/or voluntary controlled School(s) identified by the parents. Parents should contact the admission authority of other schools they may wish their child to attend to confirm the process that they will need to follow in relation to that school.
- 6.8 At the point of transfer (either from Infant to Junior School or from Junior/Primary to secondary school) it will be a matter for the admission authority of that school to determine whether to approve any request for a child to be admitted outside of their chronological age group.
- 6.9 Parents' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

Normal Secondary School Transfer Admissions (not sixth form)

- 7.0 Parents will need to submit an application for admission to secondary school in accordance with the closing date for applications which is set out within the Council's co-ordinated admission arrangements.
- 7.1 For those parents that live in Leicestershire, the Council will confirm decisions for applications from the national offer date 1st March (or on the next available working day if the 1st March falls on a weekend/bank holiday).
- 7.2 For those parents that do not live in Leicestershire, the Council will confirm decisions to the relevant home local authority who will in turn inform the parents of the Council's decision.
- 7.3 Places will be allocated up to the Admission Number (AN).
- 7.4 All applications received by the relevant closing date (*please see co-ordinated scheme for dates*) will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved priority criteria (see section 10). All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late

applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.

- 7.5 The Council's decision will either be to offer a place at a school or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal – for further information see section 14.

In-Year (mid-term) Transfers (all year groups) whether in-catchment or not

- 8.0 Mid-term transfer requests (in-catchment or otherwise) will be co-ordinated through the Council's School Admissions Service, for schools under the Local Authority's control and for those academies (own admitting authorities) that have indicated that they wish participate in the Local Authority's mid-term co-ordinated scheme. The best way to apply is through the Council's mid-term application form (Common Application Form) available online (before applying parents are encouraged to arrange to visit the school).
- 8.1 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days, but in any event, parents must be notified in writing within 15 school days (5 days if child is indicated as looked after or previously looked after see paragraph 10(i) for the definitions), wherever possible. Delays may occur where further evidence or proof is required (i.e. proof of looked after status or previously looked after status, house purchase, tenancy agreement, fair access information for complex or out of authority applications etc) or during busy periods (such as during the normal admissions round or due to when schools are closed i.e. during school holidays).
- 8.2 Where there are multiple in-year admissions and the school do not have sufficient places for every child who has applied for one, places must be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.
- 8.3 Where the mid-term application is made through the Council, the decision will either offer the place or refuse if the school is full because admitting the child

would prejudice the efficient provision of education or use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

- 8.4 Information setting out the process for applying for mid-terms, which schools the Council co-ordinate the applications for and which schools manage their own in-year admissions (including contact details for those schools) will be set out on the council's website.

Processing Parental Preferences

- 9.0 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences in order with 1 being highest and 3 being lowest. Where a place can be offered at more than one preference, only the highest preference will be offered. Applications will be prioritised according to the admissions criteria.
- 9.1 For relevant co-ordinated scheme applications received after the closing date for submission shall only be considered after all other applications which were received on time, unless there is a significant reason for lateness. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

Applications received beyond 4 weeks post-closing date in the normal round cannot be considered under exceptional grounds, as it is too late to add them to the process.

(For mid-term (in-year) application closing dates please see Leicestershire's mid-term co-ordinated scheme).

- 9.2 Parents may vary the order of the schools for which they have expressed a preference by logging into their account before the closing date. If on the rare occasion they need to change preference order after the closing date, they must contact the School Admissions Service for further advice.

However, post the closing date if a new school is added, then that school preference will be considered as a late preference.

Priority Criteria for Entry Autumn 2021 Admissions and Mid-term Applications during 2021/2022 Academic Year

10.0 Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see section 10.1 below):

1 st	Children who are looked after and those children who were previously looked after children. (See note i.)
2 nd	Pupils who live in the catchment area. (See note ii.)
3 rd	Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending. (See notes iii.)
4 th	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 iv.)
5 th	Pupils who are attending a feeder school at the point of application. (See note v.)
6 th	Pupils starting at an infant school with a sibling who will be attending the feeder junior school at the same point they are attending (see note iii & v)
7 th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

Notes:

- i. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school;
Previously looked after children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and

those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

[*State Care - a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.]

(i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England. For more detail see

- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.
- iii. The term "brother or sister" includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.
- iv. 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 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)
- v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.
- vi. For criterion 6, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (*Routefinder*). Where there is equal distance then lots will be drawn, supervised by an independent officer (see section 10.1).

Tiebreaker

- 10.1 If two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of the Council from another department that is independent of the Council's School Admissions Service.

Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications

- 11.0 A child who is already attending a school and whose place of residence changes to an out-of-catchment address is entitled to continue attending that school. However, any subsequent application, as a mid-term or at the point of transfer to a junior or secondary school, must be made using the new address.
- 11.1 Where a family have made an application they must notify the Council of any change in their address as soon as possible after the move.
- 11.2 Where a family have applied for or been offered a place at a community or voluntary controlled school and move home during the course of the admissions process (i.e. after the closing date for first time admissions or transfers but before they start) they must notify the Council immediately.
- 11.3 During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof (see section 18.7). Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

Withdrawal of places

- 12.0 Once a place has been offered at a school the Council may withdraw that place prior to starting school where it has been established that:

the place was offered in error;

or

it is established that the place was obtained through a fraudulent or

intentionally misleading application;

or

where the parent has not responded within a reasonable time³.

Mid-term Applications

- 13.0 For applications made outside of the normal round of admissions i.e. seeking to move school part way through an academic year, where a place exists at the requested school it will be offered.
- 13.1 Where an application is made to a school that is oversubscribed, a school place may still be offered subject to the following:
- (i) The requested school is the catchment school for the new address; and
 - (ii) Documentary evidence of the house move is provided (see section 18.7); and
 - (iii) There is no alternative school within a reasonable distance which has available places in the relevant year group. Reasonable distance for these purposes is 2 miles for a primary school and 3 miles for secondary school, measured as the shortest safest walking route from a geocoded point at the centre of the home address to the School's front gate using an electronic mapping tool – *Routefinder*; and
 - (iv) The application is made within 90 calendar days of the family first moving into the property and the application requests a start date of no later than half a school term from the point the application was received; or
 - (v) That the, child has/will have a sibling attending the school at the same time.
- 13.2 Applications submitted in accordance with this section will usually be processed within 20 school days, although there may be delays during the main round for applications and appeals. The Council will notify parents of the outcome of their application confirming that the application has been accepted or setting out the reason it has been refused.

³ Including a failure to respond within a reasonable time to a request for information, such as to provide proof of an address.

Appeals (including class size appeals)

- 14.0 All parents will have a right of appeal if an application for a school place is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website.
- 14.1 Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal.
- 14.2 Where an application for admission is refused on the grounds it would cause the infant class size limit to be breached, the grounds on which the appeal may succeed are extremely limited. Please see '*Appeal a School Case*' section on the LA's webpage.

Second Applications (Further Appeals)

- 15.0 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.
- 15.1 The following is a non-exhaustive list of what may be considered to be exceptional:
- change of address i.e. where the change of address is into the catchment of the school;
 - new significant and material evidence has come to light in your personal circumstances;
 - a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
 - there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their AN, increase in the number of teaching staff.
- 15.2 In such instances parents must provide the Council with written details of the significant and material change together with any evidence of that change.

Where the significant and material change is accepted by the Council a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

Errors

- 16.0 Where the Council has made an error in the processing of an application for a school place, and it is established that had the error **not** occurred it would have resulted in the applicant being offered a school place, the Council will offer a place at the school.
- 16.1 Applicants are responsible for the accuracy of all and any information which they submit. The Council takes no responsibility for incorrect information submitted (i.e. an incorrect date of birth, failure to mention sibling(s), failure to provide supporting evidence etc.) or the impact that such information may have on the determination of their application. Where applicants become aware of such errors, they should notify the Council as soon as possible.

Exceeding the Admission Number (AN)

- 17.0 At the point of first-time admission, infant to junior and secondary transfer (i.e. *normal round of applications*), if there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances.
- 17.1 For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused, subject to section 13.1.
- 17.2 In certain exceptional circumstances the Council may determine, or the school may request, that the AN be exceeded. Any such request by a school must be made by written request to the School Admissions Service. Where necessary, the Council will publish details of any variation to increase the AN of a particular school on its website.
- 17.3 For the avoidance of doubt, discretion to exceed the AN shall rest solely with the Council and not the governing body of a school. In reaching any decision the Council will consider the views of interested parties; the governing body of the school, the impact on the education of children in the school; and the availability of other places within the area.

- 17.4 Parents will still submit their application in the usual manner. The Council will determine those applications in the following way:
- (a) Where the decision to increase the AN is made before the National Offer Date, applications will be processed in the normal way with on-time applications being considered first and with places being offered in accordance with the priority criteria up to the increased AN. If there are any places available after on-time applications, places will be offered to those late applications ranked according to the priority criteria;
 - (b) Where the decision to increase the AN is made after the National Offer Date, the Council will offer any additional places as per the priority on the waiting list up to the increased AN alongside any further applications received;
 - (c) Where the decision to increase the AN is made at a time when no waiting list is being held, the Council will offer places on a first come, first served basis, up to the increased AN.
- 17.5 For the purpose of this section, exceptional circumstances may include but are not limited to:
- (a) An independent appeal outcome in the parent's favour;
 - (b) The admission of children who are subject to Leicestershire's Fair Access Protocol;
 - (c) The admission of children who would have siblings in the school;
 - (d) Infant class size exceptions (see section 4).

Miscellaneous

Catchment Area Definition and How to Find Out the Catchment Area School for Your Home Address

- 18.0 Most Community and Voluntary Controlled schools have their own catchment areas, which are defined as the geographic area⁴ from which pupils / students are eligible to be considered under criterion 2 (see section 10). The HOME ADDRESS determines into which catchment area you reside (definition of home address see section 10 note (ii)). There are some instances however where the catchment has multiple schools in it i.e. Braunstone see section 18.3 below.
- 18.1 If you are unclear in which catchment area your home address falls please contact the Council's Customer Service Centre, on (0116) 305 6684.

- 18.2 Where a family have equal split residency arrangements and the child resides either in the same school catchment or live in two catchment areas, parents must prioritise one address.

Areas of Dual / Multiple Catchment Entitlement

- 18.3 In areas where there is dual or multiple catchment entitlement, equal preference process will be applied at the normal round of applications. For children who move into an area outside of the normal admissions round, the normal criteria will be applied (see section 10). In both circumstance the highest-ranking preference where possible will always be offered.

⁴ Please see <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/find-a-school> for individual LA controlled catchment maps

Determining Home Address/Parental Proof of Residence

- 18.4 In determining an application for a school place, the Council may request evidence of an address or of a move into a catchment area or arriving in the UK.

Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

In addition to the above you may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;
- Stamped passport or visa;
- Boarding passes.

Where the Council does not consider it is has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Clarification of home address where the family's current address is deemed

temporary or multiple addresses

- 18.5 For the purposes of this policy the following will be accepted as the home address:
- (a) Purchase of a second property by a family, while the first property is retained, where the family moves to the second address and provides proof of residence - as set out in section 18.7; or
 - (b) Rented accommodation while a previous property is retained. The family must provide satisfactory evidence to the Council that the rented accommodation is their primary residence through proof of residence, and by demonstrating that the old property is not being occupied by them. In that instance, the Council must be provided proof of zero/vacant occupancy (i.e. discounted council tax, see section 18.7); or
 - (c) Temporary living arrangements whether living with relatives or not i.e. whilst re-furbishing, building or decorating the permanent home address. The home address will be taken as the one where the family can provide proof of residence - see section 18.7; or
 - (d) Where because of reasons beyond parental control a house move has been imposed on the family or children ((i.e. fleeing domestic violence (refuge address), safe home (witness protection), home repossessions, losing your home through an 'act of god' i.e. home destroyed, etc.)), subject to supporting documentation; or
 - (e) Where the parent has been hospitalised and the children have been placed with a relative or carer, the temporary address will be accepted for the purposes of a school application on proof of hospitalisation i.e. a letter from a medical professional, and a declaration from the relative or carer of the arrangements.

Oversubscription Lists

- 18.6 The Council will maintain an oversubscription (waiting) list for:
- (a) First time admission;
 - (b) Infant-junior transfer; and
 - (c) Transfers from primary (including junior) to secondary school.
- 18.7 The oversubscription (waiting) list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after national offer date until the 31st December of that year.

- 18.8 Applications received after the National Offer Date will be determined as mid-term applications. Any applications that are refused before 31st December will also be automatically placed on the oversubscription (waiting) lists.
- 18.9 The Council does not hold waiting lists past 31 December in relation to any mid-term applications. At any point while on the oversubscription (waiting) list, the family's circumstances change and the Council has been made aware, the application will be re-assessed and the lists will be re-ranked in accordance with the priority criteria. Where a family has failed to notify the Council of such a change and is subsequently offered a place, that place may be withdrawn in accordance with section 12.

Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils

- 18.10 Where a child has been permanently excluded from two or more schools, there is no obligation on the Council to comply with parental preference for a period of two years from the last exclusion. This does not apply where exclusion was before the child was of compulsory school age, for children who have been re-instated following a permanent exclusion or for children with special educational needs statements or Education, Health and Care Plans.
- 18.11 In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on the Council's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.
- 18.12 Where a governing body does not wish to admit a child with challenging behaviour* outside the normal admissions round, even though places are available, it must refer the case to the Council for action under the Fair Access Protocol.
- [*behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.]
- 18.13 For those of primary school age the Primary Fair Access Panel will consider the most appropriate school and will aim to facilitate a re-integration. For those of secondary school age the relevant Area Behaviour Partnership will

be responsible to place the student with support as necessary.

- 18.14 Parents are not precluded from applying for a school place even whilst the FAP is ongoing.
- 18.15 For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 6 to Year 7), all exclusions are expunged and the receiving school must take the child.

Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA))

- 18.16 All applications that have an EHCP will be forwarded to SENA for their consideration and processing.

Children from Overseas

- 18.17 Applications from non-UK nationals will be processed in accordance with this policy.
- 18.18 If the Council have any concerns as to a child's leave to remain in the UK and/or entitlement to state education, such concerns shall be referred to the Home Office.

Acceptance or Refusal of Offers; Withdrawal of Places or Offers of Places

- 18.19 In the normal admissions round (i.e. when offers are made for first-time, infant-junior admissions, national offer date 16th April, or when offers for secondary transfers are made on national offer date of 1st March), places will be assumed accepted unless refused.
- 18.20 For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with offer school to make starting arrangements.
- 18.21 Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received then the offer of a place will be withdrawn.

Children with Split Residence

- 18.22 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Council for the purposes of an application for a school place is the one where the child lives for the majority of the school week – Monday to Friday.
- 18.23 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required by the Council to choose one address for the purposes completing a school application. Where parents cannot agree a single address, the Council will require parents to seek a Court Order to determine which address is to be used.
- 18.24 Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Children of UK Services Personnel and other Crown Servants

- 18.25 Where a school has spaces, such children will be allocated a place as part of the normal round of admissions without the requirement of an official Government letter declaring a relocation date and intended address. The place must be taken-up within 20 school days for the normal round of applications from the start of the academic year or it may be withdrawn.
- 18.26 Where during the normal round for admissions a school is oversubscribed, the Council will require any application to be supported by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be ranked and determined against the oversubscription criteria.
- 18.27 Where a posting is partway through the school year a place will be considered in advance of the family arriving, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be processed under the normal priority criteria.

Post Sixteen and Sixth Form Admissions

- 18.28 Schools have delegated control of their own sixth form admissions. For more

information you are advised to visit their website or contact the school directly. In general schools must make clear their arrangements and criteria for sixth form admissions. An admission number for 6th form must be set if external candidates are to be considered. The admission number must relate only to those being admitted to the school for the first time. It should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. Applications should be submitted direct to the school/college and not to the County Council's School Admissions Service.

- 18.28 Children already in the school need not apply formally through the Council, but through the school for places in the 6th form. Any applicant refused a place has the right to appeal to an independent appeal panel (see school/college website for more information).

**CO-ORDINATED ADMISSION SCHEME FOR FIRST TIME
ADMISSION TO INFANT AND PRIMARY SCHOOLS, AND INFANT TO
JUNIOR TRANSFERS ENTRY SEPTEMBER 2023**

Revised Autumn 2021

1. Introduction

- 1.1 The School Admissions (Co-ordination of Admission Arrangements) Regulations 2008 require local authorities to have a scheme covering every school whether maintained or not (but not special schools) in its area. Regulations require local authorities (LAs) to exchange specified school application information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day as set out in the revised School Admissions Code 2021.
- 1.2 The duty to comply with parental preference is not affected by co-ordinated admission arrangements, except where more than one place could be offered. Nor do co-ordinated scheme affect the rights and duties of governing bodies of own admitting schools, that act as their own admissions authority (e.g. voluntary aided and academy) schools to set and apply their own admission arrangements and oversubscription criteria.
- 1.3 All local authorities are required, by section 88M of the School Standards and Framework Act 1998 (SSFA) and the Co-ordination Regulations 2007, to have in place a scheme each year for all maintained, Trust, Voluntary Aided schools and Academies in their area. Any changes to arrangements for coordinating these applications must be formulated by 1 January each year unless they remain unchanged. In which case this will fulfil the legal requirement to formulate a scheme.
- 1.4 For Leicestershire schools the local authority will continue to co-ordinate offers for primary school places, both in-year (on a traded basis) and at the normal admissions round. However, only the home local authority can make offers for primary school places in the normal round.

2. Main obligations imposed by the regulations

[School Admissions Code September 2021 applies.]

- 2.1 The common application must allow parents to express a preference for at least 3 schools within or beyond their home local authority area, and the reasons for their preferences.

- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the last working day in March in the offer year (as specified in the regulations).
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area but must set-out its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on **16th April** (or the next working day if the **16th April** is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer in the normal round.
- 2.6 Parents who cannot be offered one of their preferred schools must be advised of how to enquire about availability of places at other schools.
- 2.7 It remains a requirement to co-ordinate fully across borders. The home authority will make the offer of a single place.
- 2.8 Schemes must continue after the offer date to ensure that places which become available are reallocated effectively.

3. Administration of the Scheme for first time admissions to Infant and Primary schools:

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application.

- 3.1 Leicestershire LA's first time admission application process invites all parents resident in the LA to name their preferred school(s) from 1st June to **15th January** (national closing date), where January is the year of admission. Parents may express a preference for at least three schools and those preferences must be ranked in order of preference. It is made clear that parents should name all schools at which they wish their child to be considered for a place, including voluntary aided, trust or academy schools. Parents are recommended to include their catchment area school in their preferences. Although parents must rank their preferences, all preferences will be treated as equal by admissions authorities in applying their own admissions policies. Ranking only applies when more than one school can be allocated in such circumstance the highest ranked school will always be offered.
- 3.2 Leicestershire residents who wish to apply for a school within the area of another local authority must do so by applying to their home authority i.e. Leicestershire. Non-Leicestershire residents who wish to apply for a place in Leicestershire must apply

through their home authority who acts as their agent and shares information with Leicestershire.

- 3.3 By **30th January** Leicestershire LA will share their application information of those Leicestershire residents who have applied for school places with other LA's. Files from other LA's should also be received at this time to be imported into ONE and validated according to Leicestershire's criteria.
- 3.4 By **8th February** Leicestershire will then share their application data with the Leicestershire Admissions Authority Schools e.g. Voluntary Aided, Academy, and Trust for the school Governors to apply their admissions criteria then rank the list of applications according to their admission criteria, to return to Leicestershire LA. The list should indicate the order in which all children for whom application to the school has been made, have priority by reference to the over-subscription criteria. Although applications need to be assessed and grouped against the criteria, admission authorities of seriously over-subscribed schools need not give rankings to individual applicants except where a priority group falls across the Admission Number (AN). They do, however, need to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.
- 3.5 Leicestershire LA applies its own admissions criteria to requests for places in community and voluntary controlled schools, the relevant criteria for own admitting academies; and for those own admitting authorities that engage the LA to rank their applications, lists are then exchanged with these schools, for them to rank ratify their ranked lists.
- 3.6 Leicestershire LA then assesses the lists from all schools in its area. To check to see where a child qualifies for more than one offer of a place, the highest parental ranked preference school is the provisionally allocated, with any lower ranking secured school(s) withdrawn and allocated to others where possible. For applicants living in other local authorities, Leicestershire notifies the home LA whether or not it is able to offer a place in line with any preferences made.
- 3.7 By **20th March** Leicestershire LA will also have received notifications from other local authorities of any places which that LA or schools in their area can offer in response to any preference expressed by Leicestershire residents. There will be, at most, one such offer from the home LA. If no preferred school in Leicestershire LA can be offered, Leicestershire LA will not look for an alternative place if it knows that another LA will be making an offer of a place.

If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.

- 3.8 Leicestershire then prior to offer date will send Leicestershire own admitting authorities that it ranks applications for their final ranked list for ratification.
- 3.9 On national offer day of **16th April** (or the next working day if the **16th April** is not a working day) Leicestershire LA contacts every resident parent who completed an application to inform them of the outcome of their requests.
- 3.10 Late applications and requests for changes to list of preferences will be dealt with as follows:

Received after **15th January** closing date but before **16th April**

When Leicestershire LA considers that applications are received late for a good reason and if the final decision making is yet to take place it may be possible to consider special cases as on-time, e.g. when a single parent has been hospitalised, or a family are returning from abroad. These will be considered along with the applications received before the closing date of 15th January, providing documentary evidence of the reason for lateness is also received and it is no later than end of February.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the closing date (15th January). Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences).

Received after 16th April

Applications received after 1st March will be batched and considered approximately three weeks after the offer date. Applications received after this time will be dealt with as and when they arrive.

- 3.11 All applications received after September, in accordance with the Code 2021, will be processed as mid-term applications.
- 3.12 All admitting authorities must maintain over-subscription waiting lists (OSLs) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published oversubscription criteria. For community and those academies engaging Leicestershire admissions service, will have the LA to maintain their waiting lists.

4. Administration of the Scheme for Infant to Junior transfers and Infant to Primary school:

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

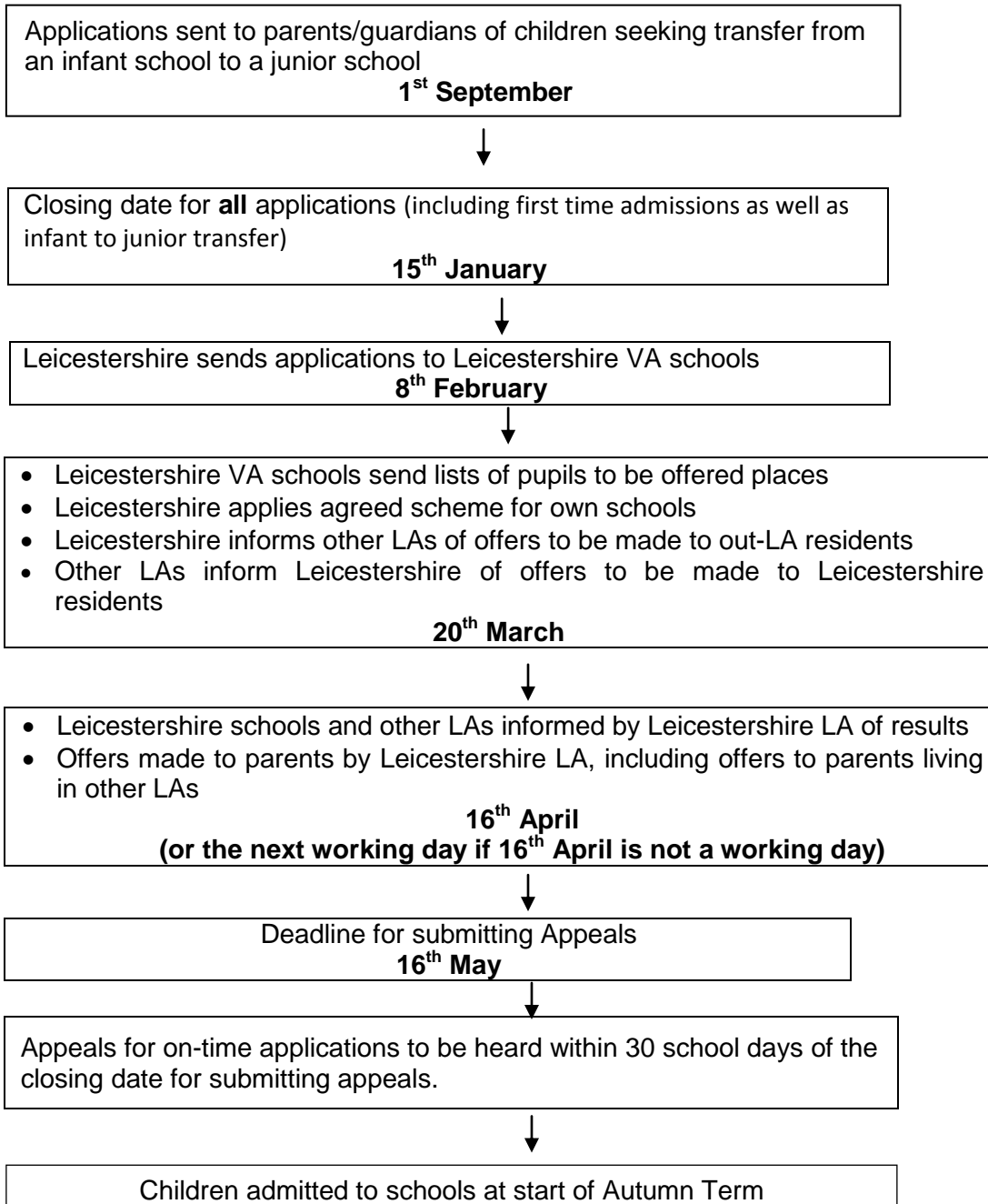
- 4.1 Application information is sent to parents from **1st September**. Leicestershire's application information invites all parents resident in Leicestershire to name three preferred schools, in order of preference by close of business on **15th January** for admission the following September. It is made clear that parents should name all schools at which they wish their child to be considered for a place and we recommend for them to include their catchment area school or voluntary aided school.
- 4.2 The remainder of scheme (as detailed in the attached flow chart section 5) will follow the first time admissions timetable as detailed from within this document.

- 4.3 For those applications seeking a transfer from an infant school to a primary school, these will be considered as in-year (mid-term) transfers. Parents and guardians will be asked whether they wish their child to move immediately or be considered for mid-term transfer at the end of the summer term for a September start. Where a September start is requested the application will be held on file until nearer the close of the current academic year (early to mid June), and processed then.

5. Primary Scheme Timetable (All schools)

For any dates identified below:

- action to be taken by close of business on that date
- if the date is not a working day, then close of business on the next working day applies.



**CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOL
TRANSFERS ENTRY SEPTEMBER 2023**

Revised Autumn 2021

1. Introduction

- 1.5 The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 require local authorities to have a scheme covering every maintained school (but not special schools) in its area. Regulations require local authorities (LAs) to exchange specified information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day as set out in the revised School Admissions Code 2021.
- 1.6 The duty to comply with parental preference is not be affected by co-ordinated admission arrangements, except where more than one place could be offered, nor do co-ordinated scheme affect the rights and duties of governing bodies of own admission authority (e.g. voluntary aided and foundation) schools to set and apply their own admission arrangements and over subscription criteria.
- 1.7 All local authorities are required, by section 88M of the School Standards and Framework Act 1998 (SSFA) and the Co-ordination Regulations 2007, to have in place a scheme each year for all maintained, Trust, Voluntary Aided schools and Academies in their area. Any changes to arrangements for coordinating these applications must be formulated by 1 January each year unless they remain unchanged. In which case this will fulfil the legal requirement to formulate a scheme.
- 1.8 For Leicestershire schools the local authority will continue to co-ordinate offers for primary school places, both in-year (on a traded basis) and at the normal admissions round. However, only the home local authority can make offers for secondary school places in the normal round.
- 1.9

2. Main obligations imposed by the regulations

[School Admissions Code September 2021 applies.]

- 2.1 The common application must allow parents to express a preference for at least 3 schools, within or beyond their home local authority area, and the reasons for their preferences.

- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on **1st March** (or the next working day if the 1st is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority (in the majority of circumstances will be the home LA) can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other schools.
- 2.7 It remains a requirement to co-ordinate fully across borders. The home authority will make the offer of a single place.
- 2.9 Schemes must continue after **1st March** to ensure that places which become available are reallocated effectively.

3. Administration of the Scheme

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area, so that the home LA can ensure that the parent has received an application form.

- 3.1 Application information is sent to parents early **September**. Leicestershire's application letter invites all parents resident in Leicestershire to name three preferred schools, in order of preference by close of business on **31st October** for admission the following Autumn Term. It is made clear that parents should name all schools at which they wish their child to be considered for a place including their catchment area school or any foundation or voluntary aided school.
- 3.2 On or by **23rd November**, Leicestershire LA sends other admission authorities details of applicants for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc) can be treated in the same way as that received via Leicestershire LA once it has been established that this only relates to applications which are mentioned and ranked on Leicestershire LA's form.

- 3.3 Leicestershire LA applies its own admissions criteria to requests for places in its own schools and for those academies that engage the LA to apply their criteria on their behalf, whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities and have applied via their home authority.
- 3.4 The other admission authorities then apply their admission criteria, and send Leicestershire LA, by **16th January**, a list indicating the order in which all children for whom application to the school has been made have priority by reference to the over-subscription criteria. Although applications need to be assessed and ranked against the criteria, admission authorities of seriously over-subscribed schools need not give individual rankings to applicants in the lowest priority grounds for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. They do, however, need to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.
- 3.5 Leicestershire LA then compares the lists from all schools in its area. Where a child qualifies for more than one offer of a place, a place would be offered at the school which was highest in the parent's order of ranking. For applicants living in another LA, Leicestershire notifies the home LA whether or not it is able to offer a place in line with any preferences made.
- 3.6 Leicestershire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- 3.7 By **1st February**, Leicestershire LA will also have received notifications from other LAs of any places which those LAs or schools in their areas can offer in response to any preference expressed by one of their residents. There will be, at most, one such offer from each other LA. If no preferred school in Leicestershire LA can be offered, Leicestershire LA will not look for an alternative place if it knows that another LA will be making an offer of a place.

If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.

- 3.8 Leicestershire then prior to offer date will send Leicestershire own admitting authorities that it ranks applications for their final ranked list for ratification.
- 3.9 On **1st March** (or next working day) – the “National Offer Day” – Leicestershire LA communicates to every resident parent who applied for a place to tell them of the decision. Parents who have not applied or for whom no preference can be agreed will be informed of schools where there is space and will be invited to make an application.
- 3.10 Late applications and requests for changes to list of preferences will be dealt with as follows:

Received after 31st October closing date but before 1st March

When Leicestershire LA considers that applications are received late for a good reason and if the final decision making is yet to take place it may be possible to considered special cases as on-time, e.g. when a single parent has been hospitalised, or a family are returning from abroad. These will be considered along with the applications received before the closing date of 31st October, providing documentary evidence of the reason for lateness is also received and it is no later than end of January.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the closing date 31st October. Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences).

3.11 On 1st March, Leicestershire parents who have not applied or have recently arrived to Leicestershire (or others wishing to secure a Leicestershire school) can contact Leicestershire for a list of schools where there are spaces and can apply to express a preference. Similarly, a list of schools with spaces is always sent to parents whose preferences have not been met.

3.12 **Received after 1st March**

Applications received after 1st March will be batched and considered approximately three weeks after the offer date. Applications received after this time will be dealt with as and when they arrive.

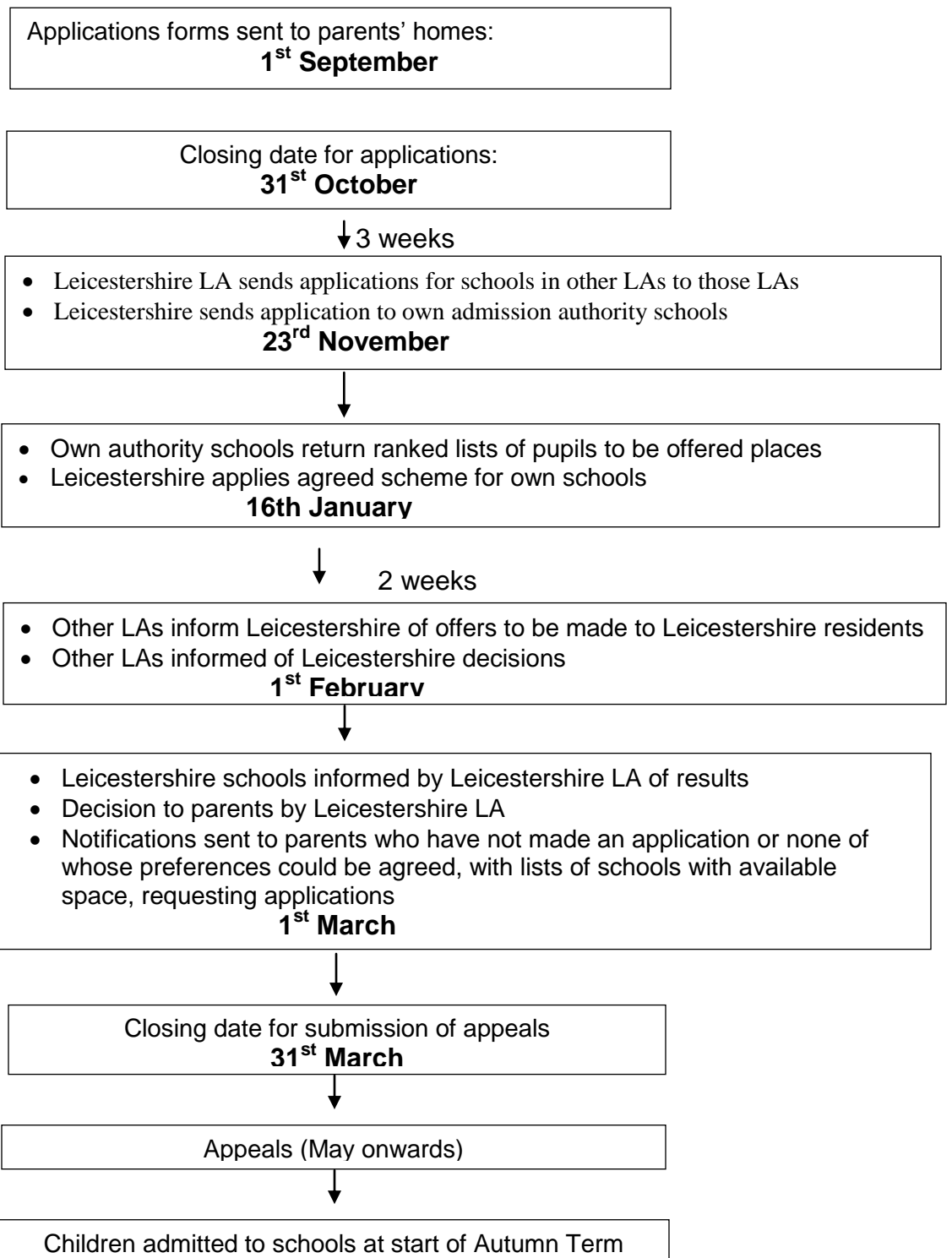
3.13 Applications received from the autumn term will be processed as mid-term applications as detailed in the national Code 2021.

3.14 All admitting authorities must maintain over-subscription waiting lists (OSL) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published over-subscription criteria. For community and those academies engaging Leicestershire admissions service, will have the LA to maintain their waiting lists.

4 Scheme Timetable

For any dates identified below:

- action to be taken by close of business on that date
- if the date is not a working day, then close of business on the next working day applies.



CO-ORDINATED ADMISSION ARRANGEMENTS FOR MID-TERM TRANSFERS 2023-24 ACADEMIC YEAR

FOR:

- Community Schools see Appendix 1
- Academies Participating in these arrangements see Appendix 2
- Academies conducting their own arrangements see Appendix 3

Revised Autumn 2021

Gurjit Singh Bahra

School Admissions and Pupil Services.

Contents

1. Introduction	38
2. Main obligations imposed by the regulations.....	39
3. Administration of the LA's Mid-Term Arrangements.....	39
4. 'Mid-Term Arrangements Timetable (for participating Schools)	41
Appendix 1: LIST OF MAINTAINED / COMMUNITY SCHOOLS FOLLOWING THIS MID-TERM CO-ORDINATED SCHEME	44
Appendix 2: LIST OF ACADEMIES PARTICIPATING IN THE LA'S MID-TERM CO-ORDINATED SCHEME.....	47
Appendix 3: ACADEMIES RUNNING THEIR OWN ARRANGEMENTS	52
ACADEMIES YET TO CONFIRM THEIR ARRANGEMENTS	58

Definition

- For all maintained schools and for those academies that are participate in the Local Authority's (LA) co-ordinated mid-term arrangements (see appendix 1 and 2). Leicestershire's School Admissions Service will process mid-term transfers from the Autumn Term 2021 as explained in this document.
- For schools and academies in appendix 1 and 2, you can either apply on paper using the Local Authority's paper common application see page 6 or you can request a from by calling 0116 305 6684 (if you cannot print the form), or online at [Apply to move school](#).

1. Introduction

- 1.1. From September 2021 the School Admissions Code 2021 requires all LAs to host all schools' Mid-Term (In-Year) Arrangements (but not special schools) within its area. The purpose of this document is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA understands how to apply for a school that they wish their child to attend.
- 1.2. The duty to comply with parental preference is not affected by the co-ordinated Mid-Term admission arrangements, except where more than one school place could be offered. Nor do these arrangements affect the rights and duties of governing bodies of own admitting authorities (OAA) i.e. academies, that are participating in LA's arrangements as detail at appendix 2. Academies not participating in the LA's arrangements and instead have their own set of arrangements are listed at appendix 3. For these academies they will set and apply their own Mid-Term admission arrangements.
- 1.3. Where an application arrives via the LA for an OAA that does not participate in the LA's co-ordinated scheme the LA will forward the application the OAA to swiftly process. For maintained and OAAs participating in the LA's arrangement it will be the LA that will process the application form.

2. Main obligations imposed by the regulations

School Admissions Code (September) 2021.

- 2.1. The common application form must allow parents to express a preference for at least 3 School, which may be for schools within or beyond their home local authority area, and the reasons for their preferences. The best way to apply for school list in appendixes 1 and 2, is through the LA's [online application form](#).
- 2.2. Local authorities and admission authorities in the area must exchange information on the availability of vacancies in order to process applications quickly and to make decisions within dates specified in these arrangements.
- 2.3. Offers of places will be made swiftly by the LA for schools and academies participating in these arrangements. Schools and academies participating in the LA's arrangements must not contact parents about the outcome of their application until after an offer has been made by the local authority.
- 2.4. Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other school(s).
- 2.5. While there is no requirement to co-ordinate fully across borders, it is good practice for local authorities to eliminate multiple offers of places across borders and many local authorities already co-ordinate in this way. Regulations provide that where a place can potentially be offered at schools in two or more local authority areas, and the local authorities concerned agree, only one offer of a place is made. Where they do so, schemes must specify which local authority will make the offer of a single place. However, it is still possible that some parents who have applied for schools within their own local authority and elsewhere may receive an offer from each local authority.
- 2.6. The arrangements must continue to ensure that places which become available are reallocated effectively.

3. Administration of the LA's Mid-Term Arrangements

NB¹ For all dates mentioned below, if the date is not a working/school day (depending on school holidays), then close of business is on the next working day applies.

- 3.1. Leicestershire's common mid-term co-ordinated admission application form invites those parents, resident in Leicestershire wishing to transfer part way through an academic year to name up to three preferred school(s) listed in appendix 1 and 2 only. The preferences parents make must name the school(s) in ranked order. Although parents rank their preferences, all preferences will be treated as equal by the LA when applying criteria. Ranking only applies when more than one school can be allocated as a means to

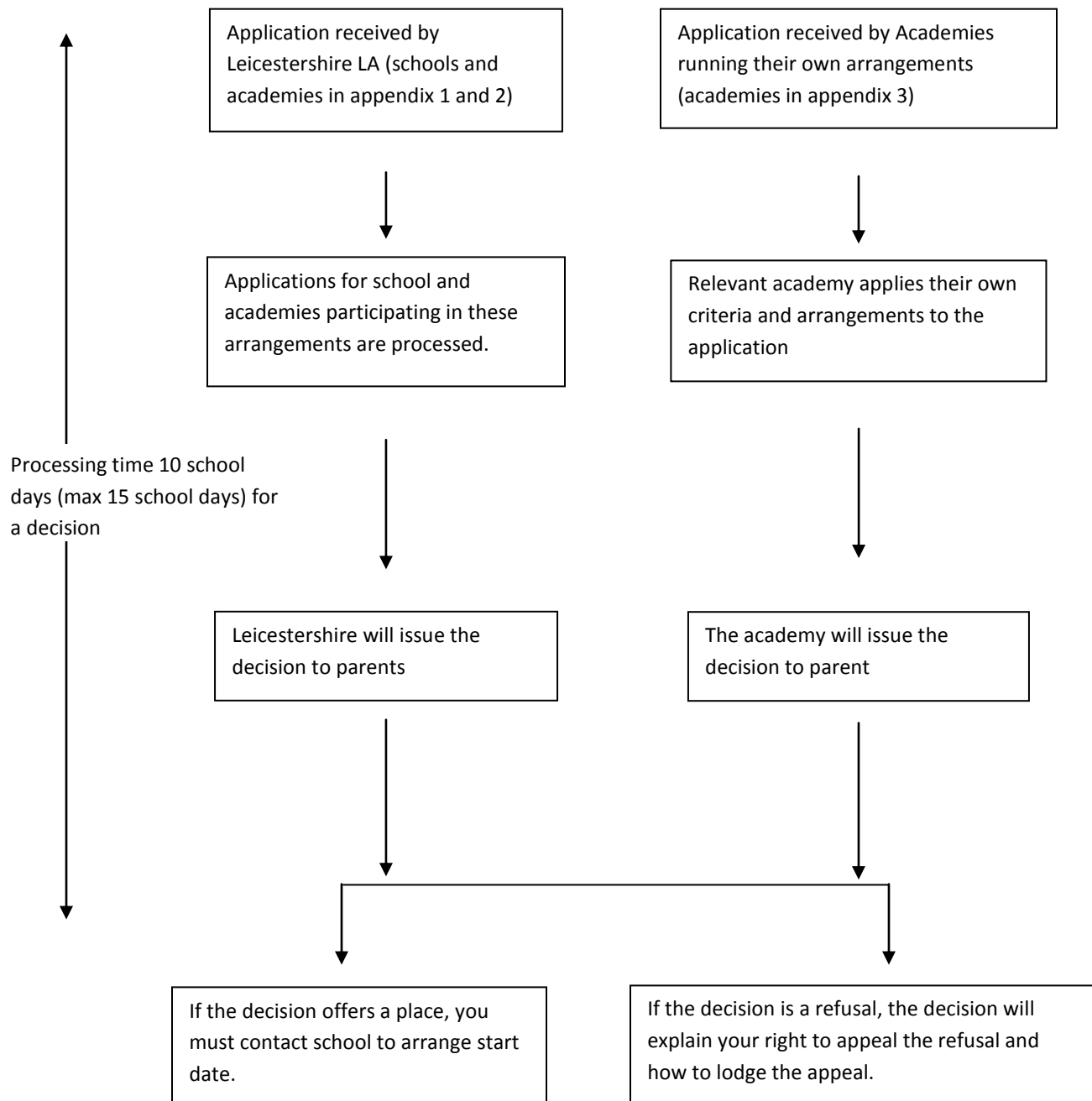
decide which school should be offered, i.e. the parents highest ranking school will be offered.

- 3.2. Leicestershire residents who wish to apply for a school within the area of another local authority should apply direct to that LA using their processes. Non-Leicestershire residents who wish to apply for a place in Leicestershire should apply direct to Leicestershire if listed in appendix 1 and 2, or follow the processes detailed in all other appendixes concerning applying to schools who intend to run their own arrangements.
- 3.3. Applications for VA, Academy, Studio, or Trust School that have their own arrangements in Leicestershire will be kept informed of applications and decisions. Any additional information (if required) will be requested directly by the LA. In addition, all academies are required (para 2.22) of the 2021 Code to communicate the availability of places to the LA (or parent if not participating in these arrangements) when requested (within 2 school days of the request). Once the admitting authority has made their decision, they will disclose their decision to the applicant and LA.
- 3.4. Leicestershire LA applies its own admissions criteria to requests for places to Leicestershire community, voluntary controlled schools and applies the individual academy's criteria if they participate in these arrangements.
- 3.5. Where a child qualifies for more than one offer of a place, the highest-ranking school expressed will be offered. If the application unsuccessful the parent will be informed of their right to appeal and to contact the LA about other schools that may have availability.
- 3.6. If Leicestershire is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.
- 3.7. If any Leicestershire child looks like remaining unplaced, Leicestershire considers how to place them in school within its area, having regard to any reasons expressed by the parent for their unsuccessful preferences.
- 3.8. For Year-7 applications received after 1 September 2022 and beyond (in the year of entry) these will be considered as mid-term applications. For schools where Leicestershire is the admitting authority and for those OAA academies participating in these arrangements it will maintain an oversubscription waiting list (OSL) for a minimum of the Autumn Term in the academic year of admission (until 31 December of each school in the year of admission), ranked in the same order as the published oversubscription criteria.

4. 'Mid-Term Arrangements Timetable (for participating Schools)

Notable timeframes identified below:

- Leicestershire will process all applications within 15 working or school days (depending on school holidays) from the date the application has been received by the LA for all schools participating in these arrangements.
- Leicestershire will offer places where possible on a daily basis by 4 pm, where this is not possible it will move to the next available offer date.
- Wherever possible Leicestershire will process an application within 15 working/school days (subject to Fair Access protocol).



OFFICE USE ONLY
Date Received:

**COMMON ADMISSION APPLICATION
FORM FOR IN YEAR ADMISSIONS**
(Including applications to Voluntary Aided,
Foundation, Trust, Academy and Free Schools)



Leicestershire residents only

It is very important that:

- You read all guidance notes and visit www.leicestershire.gov.uk/admissions for further information or contact School Admissions on Tel 0116 305 2070
- You complete all sections – failure to do so may delay the processing of this form
- The person completing this form has legal responsibility for the child

Section 1 - PUPIL DETAILS (please make sure ALL details are correct and amend if not)

First Name: <input type="text"/>	Surname: <input type="text"/>
Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth: <input type="text"/>	Tel No: <input type="text"/>
Address: Postcode: <input type="text"/>	Mobile No: <input type="text"/>
	Email Address: <input type="text"/>
	Current School: <input type="text"/>
Preferred Start Date: <input type="text"/>	
Parent/Guardian details:	
Mr/Mrs/Ms/Miss/Other: <input type="text"/>	Print Name: <input type="text"/>
Is the pupil looked after or previously looked after by a Local Authority? <input type="text"/>	
Please name the Authority: <input type="text"/>	

Section 2 - SCHOOL PREFERENCES (You must complete this section)

Our aim is to meet your first preference however there is no guarantee of a place even at your catchment area school. Therefore give consideration to making up to three school preferences, and to putting your catchment area school as one of your preferences. It is not necessary to name three schools unless you wish to do so.

1) First preference: <input type="text"/>
Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed. <input type="text"/>
2) Second preference: <input type="text"/>
Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed. <input type="text"/>
3) Third preference: <input type="text"/>
Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed. <input type="text"/>

You can apply on-line at www.leicestershire.gov.uk/admissions

Section 3 - Additional Child/Family Information (completing this section may help us to give a higher priority to your case.)

Does the child have a Statement or Education Health and Care Plan? Yes No

If your child has mobility issues or is a wheelchair user and you wish to speak to an Admissions Officer about Partially Accessible or Pathway schools please contact Tel: 0116 305 2070.

Your relationship to the child:

Parent: Carer:
 Mother Guardian
 Father Foster Carer
 Step-parent Social Worker

If Social Worker or Lead Professional:
 (please give full contact details):

Does your child have a brother / sister already attending any of your preferred school(s) (Section 2)
 YES NO If 'YES' please give full details below:

Name of Brother/Sister: Date of Birth: Year Group: Name of school they are attending:

1

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Home Address if different to Section 1

Is the child new to Leicestershire? Yes No if yes, where from?

Please state your child's English language ability: Fluent Intermediate Beginner

What is your child's first language?

Section 4 - DECLARATION

I declare all the information I have provided is true. I also understand that any allegation of false or fraudulent information to gain a school place will result in the Council taking reasonable steps to ascertain the accuracy of the information. If the information is found to be false it may result in my child losing their place.



Data Protection Act 1998. The information you supply will be held in a computer database which will be used by Leicestershire Local Authority and the other admissions authorities to which you are applying for a school place. The information will be used for the sole purpose of fulfilling the Local Authority's statutory and operational needs in the area of school allocations and associated matters.

Signature of Parent/Guardian:

Date:

What to do next:

- Check all completed sections and keep a copy of this form
- If you need any help, contact School Admissions. Tel: 0116 305 2070 from 8.30am to 5.00pm (4.30pm on Fridays).
- **RETURN** this form to: **SCHOOL ADMISSIONS
LEICESTERSHIRE COUNTY COUNCIL,
COUNTY HALL, GLENFIELD,
LEICESTER LE3 8RF**

Or apply online @ www.leicestershire.gov.uk/admissions

Please refer to the Leicestershire County Council website or School Admissions for confirmation of the closing date. Applications received after the closing date will be treated as late.

Appendix 1:
**LIST OF MAINTAINED / COMMUNITY SCHOOLS FOLLOWING THIS
 MID-TERM CO-ORDINATED SCHEME**

PRIMARY SCHOOLS	Website Contact
Anstey The Latimer School	www.latimerprimary.co.uk
Appleby Magna CofE Primary School	www.sirjohnmoore.co.uk
Ashby-De-La-Zouch CofE Primary School	www.ashbyce.leics.sch.uk
Ashby-De-La-Zouch Woodcote Primary School	www.woodcoteprimary.com/
Barwell Infant School	www.barwellinfantschool.co.uk
Barwell Newlands Primary School	www.newlands.leics.sch.uk
Belton CofEngland Primary School	www.belton.leics.sch.uk
Billesdon Parochial Primary School	www.billesdon.leics.sch.uk
Blaby Thistly Meadow Primary School	www.thistlymeadow.net
Braunstone Ravenhurst Primary School	www.ravenhurst.leics.sch.uk
Breedon St Hardulphs CofE Primary. School	www.st-hardulphs.leics.sch.uk
Broughton Astley Orchard CofE Primary School	www.orchardcofe.leics.sch.uk
Buckminster Primary School	www.buckminster.leics.sch.uk
Burbage Church Of England Infant School	www.burbageinfants.org
Burbage Junior School	www.burbage-jun.leics.sch.uk
Burbage Sketchley Hill Primary School	www.sketchleyhill.leics.sch.uk
Burton-On-The-Wolds Primary School	www.burton-on-the-wolds-school.org
Castle Donington Orchard Primary School	www.orchardprimary.org
Castle Donington St Edwards CofE Primary	www.stedwards-cd.leics.sch.uk
Coalville All Saints CofE Primary School	www.allsaints-coalville.leics.sch.uk
Coalville Belvoirdale Primary School	www.belvoirdale.org
Coalville Warren Hills Primary School	www.warrenhills.leics.sch.uk
Congerstone Primary School	www.congerstone.leics.sch.uk
Cossington CofE Primary School	www.cossingtonschool.org
Countesthorpe Greenfield Primary School	greenfieldprimary.net
Desford Com Primary School	www.desford.leics.sch.uk
Diseworth CofE Primary School	www.diseworthprimary.co.uk
Donisthorpe Primary School	www.donisthorpeprimary.org
Ellistown Com Primary School	www.ellistown.leics.sch.uk
Fleckney CofE Primary School	www.fleckney.leics.sch.uk
Foxton Primary School	www.foxton.leics.sch.uk
Glenfield The Hall School	www.thehallprimary.com/
Great Glen St Cuthberts CofE Primary School	www.stcuthberts.leics.sch.uk
Griffydham Primary School	www.griffydham.leics.sch.uk
Groby Elizabeth Woodville Primary School	www.elizabethwoodvilleprimaryschool.co.uk
Groby Martinshaw Primary School	www.martinshaw.leics.sch.uk

Hallaton CofE Primary School	www.hallatonprimary.co.uk
Harby CofE Primary School	www.harbyprimary.org
Hathern CofE Primary School	www.hathernprimary.org
Heather Primary School	www.heather.leics.sch.uk
Hemington Primary School	www.hemington.leics.sch.uk
Hinckley St. Mary's CofE Primary School	www.stmarys.leics.sch.uk
Hinckley Westfield Infant School	www.westfield-inf.leics.sch.uk
Hinckley Westfield Junior School	www.westfield-jun.leics.sch.uk
Hose CofE Primary School	www.hoseprimaryschool.co.uk
Hugglescote Com Primary School	www.hugglescote.leics.sch.uk
Ibstock Junior School	www.ibstockjuniorschool.co.uk
Ibstock St Denys CofE Infant School	www.stdenysschool.com/
Kegworth Primary School	www.kegworthprimary.org
Kilby St Marys CofE Primary School	www.kilby.leics.sch.uk
Little Bowden School	www.littlebowden.leics.sch.uk
Long Clawson CofE Primary School	www.longclawson.leics.sch.uk
Long Whatton CofE Primary School	www.longwhattonschool.org
Loughborough Booth Wood Primary School	www.boothwood.leics.sch.uk
Loughborough Thorpe Acre Infant School	www.tais.leics.sch.uk
Loughborough Thorpe Acre Junior School	www.thorpeacrejuniorschool.co.uk
Moira Primary School	www.moira.leics.sch.uk
Nailstone Dove Bank Primary School	www.dovebankprimary.co.uk
New Swannington Primary School	www.newswanningtonprimary.org.uk
Newbold CofE Primary School	www.newbold-cecp.leics.sch.uk
Newbold Verdon Primary School	www.newboldverdonprimaryschool.co.uk
Newton Burgoland Primary School	www.newburland.leics.sch.uk
Packington CofE Primary School	www.packington.leics.sch.uk
Quorn St Bartholomews CofE Primary School	www.st-bartholomews.leics.sch.uk
Scalford CofE Primary School	www.scalford.leics.sch.uk
Sheepy Magna CofE Primary School	www.sheepymagna.leics.sch.uk
Shepshed Oxley Primary School	www.oxley-shepshed.leics.sch.uk
Shepshed St. Botolphs CofE Primary School	www.st-botolphs.leics.sch.uk
Snarestone CofE Primary School	www.snarestoneprimary.org
Stathern Primary School	www.stathern.leics.sch.uk
Swithland St Leonards CofE Primary School	www.st-leonards.leics.sch.uk
Thurlaston CofE Primary School	www.thurlaston.leics.sch.uk
Thurmaston Bishop Ellis Catholic Primary School	www.bishopellis.leics.sch.uk
Whetstone Badgerbrook Primary School	www.badgerbrook.org.uk
Whitwick St John The Baptist CofE Primary	www.whitwickce.leics.sch.uk
Wigston Thythorn Field Com. Primary School	www.thythornfield.co.uk

Wigston Water Leys Primary School	www.waterleysprimaryschool.co.uk
Witherley CofE Primary School	www.witherley.leics.sch.uk
Woodhouse Eaves St Pauls CofE Primary School	www.st-pauls.leics.sch.uk
Woodstone Com Primary School	www.woodstoneprimary.co.ukweb
Worthington School	www.worthington.leics.sch.uk
Wymeswold CofE Primary School	www.wymeswold.leics.sch.uk

Secondary School	Website
Iveshead School, Shepshed	www.ivesheadschool.org

**Appendix 2:
LIST OF ACADEMIES PARTICIPATING IN THE LA'S
MID-TERM CO-ORDINATED SCHEME**

Primary Schools	Link To Website
Ab Kettleby Primary School	www.abkettleby.org
Albert Village Primary School	www.albertvillage.leics.sch.uk
All Saint, Wigston	www.Allsaintscofe.leics.sch.uk
Asfordby Captains Close Primary School	www.captains-close.leics.sch.uk
Asfordby Hill Primary School	www.Asfordbyhill.leics.sch.uk
Ashby Hastings Primary School	www.ashbyhastingsprimary.co.uk
Ashby Hill Top Primary School	www.Ashbyhilltop.leics.sch.uk
Barlestone CofE Primary School	www.barlestoneprimarieschool.uk
Barwell C Of E Academy	www.Barwellceacademy.co.uk
Battling Brook Primary School - Hinckley	www.Bbrook.leics.sch.uk
Beacon Primary School - Loughborough	sites.google.com/a/aetinet.org/beacon-academy
Blaby Stokes Primary School	www.Blabystokes.co.uk
Bottesford Primary School	www.bottesfordprimary.co.uk
Bringhurst Primary School	www.Bringhurstprimary.co.uk
Brocks Hill Primary School - Oadby	www.Brockshill.org.uk
Brookside Primary School, Oadby	www.Brookside.leics.sch.uk
Broomfield Primary School - East Goscote	www.broomfield.bepschools.org
Broom Leys Primary School - Coalville	www.Broom-Leys.leics.sch.uk
Brownlow Primary School - Melton Mowbray	www.Brownlowprimary.org
Castle Donington Foxbridge Primary School	www.facebook.com/Foxbridgeprimarieschool
Christchurch St Peters CofE Primary School	www.mountsorrels.school.org.uk
Church Hill Infant Sch - Thurmaston	www.churchhillinfants.bepschools.org
Church Langton CofE Primary School	www.Churchlangton.leics.sch.uk
Cobden Primary School - Loughborough	www.Cobden.leics.sch.uk
Cosby Primary School	www.Cosby.School
Croft Primary School	www.croftprimarieschool.co.uk
Danemill Primary School - Enderby	www.Danemill.com
Eastfield Primary School - Thurmaston	www.eastfield.bepschools.org
Fairfield Primary School - Wigston	www.fairfieldcpschool.co.uk
Farndon Fields Primary School - Market Harborough	www.Farndonfields.org
Fernvale Primary School - Thurnby	www.fernvale.leics.sch.uk
Fossebrook Primary School – Braunstone	www.fossebrook.org.uk
Frisby Primary School	www.Frisby.leics.sch.uk
Gaddesby Primary School	www.gaddesby.bepschools.org
Glen Hills Primary School - Glen Parva	www.Glenhillsprimary.co.uk
Glenfield Primary School	www.glenfield.leics.sch.uk
Glenmere Primary School - Wigston	www.Glenmere.leics.sch.uk
Great Bowden Primary School	www.Greatbowden.leics.sch.uk
Great Dalby Primary School	www.greatdalby.bepschools.org

Greystoke Primary School - Narborough	greystoke.leics.sch.uk
Grove Primary School - Melton Mowbray	www.Groveprimaryschool.org
Hall Orchard Ce Primary School - Barrow	www.Hall-Orchard.leics.sch.uk
Hallam Fields Primary School - Birstall	www.Hallamfields.org.uk
Hallbrook Primary School - Broughton Astley	www.Hallbrook.leics.sch.uk
Higham on the Hill C Of E Primary	www.Higham-On-The-Hill.leics.sch.uk
Highcliffe Primary School - Birstall	www.Highcliffeacademy.org.uk
Highgate Primary School, Sileby	www.highgate.bepschools.org
Hinckley Parks Primary School	www.Hinckleyparksprimaryschool.uk
Holywell Primary School - Loughborough	www.Holywell.leics.sch.uk
Houghton on the Hill	www.Houghton.leics.sch.uk
Huncote Primary School	www.Huncoteprimary.org
Husbands Bosworth Primary School	www.Husbandsbosworth.leics.sch.uk
Kibworth C Of E Primary School	kibworthprimary.org.uk
Kingsway Primary School	www.Kingsway.org.uk
Kirby Muxloe Primary School	www.Kmprimary.leics.sch.uk
Lady Jane Grey Primary School - Groby	www.Ladyjanegreyprimary.org.uk
Langmoor Primary School - Oadby	www.Langmoor.leics.sch.uk
Launde Primary School - Oadby	www.Launde.leics.sch.uk
Little Hill Primary School - Wigston	www.Littlehill.leics.sch.uk
Loughborough C Of E Primary School	www.Loughborough-Primary.co.uk
Lubenham Primary Primary School	www.Lubenham.leics.sch.uk
Lutterworth Sherrier Primary School	www.Sherrierprimaryschool.co.uk
Manorfield Primary School, Stoney Stanton	www.Manorfield.leics.sch.uk
Market Harborough C of E Academy	www.Marketharboroughcofe.co.uk
Meadowdale Primary School - Market Harborough	www.Meadowdale.Info
Measham C Of E Primary School	www.Meashamprimary.org
Mercenfeld Primary School - Markfield	www.mercenfeld.bepschools.org
Merton Primary School - Syston	www.merton.bepschools.org
Millfield L.E.A.D Academy - Braunstone	www.Millfieldacademy.co.uk
Mountfields Primary School - Loughborough	www.Mountfieldslodge.leics.sch.uk
Newcroft Primary School – Shepshed	www.Newcroftprimaryacademy.co.uk
New Lubbesthorpe Primary School	www.Newlubbesthorpe.leics.sch.uk
Newtown Linford Primary School	www.newtown.bepschools.org
Oakthorpe Primary School	www.oakthorpeprimary.co.uk
Old Dalby Primary School	www.Olddalbyschool.org.uk
Old Mill Primary - Broughton Astley	www.Oldmillprimary.co.uk
Outwoods Edge Primary School - Loughborough	www.Outwoodsedge.leics.sch.uk
Parkland Primary School – South Wigston	www.parklandprimary.co.uk
Pastures Primary School - Narborough	www.Pasturesprimary.com
Pochin School - Barkby	www.pochin.bepschools.org
Ratby Primary School	www.ratby.bepschools.org
Red Hill Field Primary School - Narborough	www.Redhillfield.com

Redlands Primary School - Sileby	www.Redlands.org.uk
Rendell Primary School - Loughborough	www.rendellps.leics.sch.uk
Richard Hill Primary School, Thurcaston	www.Richardhillschool.co.uk
Richmond Primary School - Hinckley	www.Richmond.leics.sch.uk
Ridgeway Primary School - Market Harborough	Ridgewayprimary.com
Riverside Primary School - Birstall	www.Riversideacademy.org.uk
Robert Bakewell Primary School - Loughborough	www.Robertbakewellprimary.com
Rothley Primary School	www.Rothley.leics.sch.uk
Seagrave Primary School	www.seagrave.bepschools.org
Sherard Primary School, Melton	www.sherardschool.org
Sir John Moore – Appleby Magna	www.Sirjohnmoore.co.uk
Somerby Primary School	www.Somerby.org.uk
South Kilworth C Of E Primary	www.Southkilworthprimaryschool.com
St Andrew's Primary School - North Kilworth	www.Standrewsnorthkilworth.co.uk
St Lukes Primary School - Thurnby	www.st-lukes.leics.sch.uk
St Margaret's C Of E Primary School - Blackfordby	www.Blackfordbyschool.org
St Peter & St Paul Academy - Syston	www.spsacademy.org
St Peters CofE Primary School, Whetstone *	www.Stpeterswhetstone.co.uk
St Simons And St Judes CE Primary School	www.Stsimonandstjude.leics.sch.uk
Stafford Leys Academy - Leicester Forest East	www.staffordleys.bepschools.org
Stanton Under Bardon Primary School	www.Stanton-U-B.leics.sch.uk
Stonebow Primary School - Loughborough	www.Stonebow.leics.sch.uk
Swallowdale Primary School - Melton Mowbray	www.swallowdale.bepschools.org
Swanningon CofE Primary School	www.swanningtonceprimary.org
Swinford Primary School	www.swinford.leics.sch.uk
The Meadow Primary School – Wigston	www.meadowprimaryschool.co.uk
Thornton Primary School	www.Thornton.leics.sch.uk
Thringstone Primary School	www.Thringstone.leics.sch.uk
Thrussington Primary School	www.Thrussington.leics.sch.uk
Townlands C Of E Priacademy - Earl Shilton	www.Townlandsprimary.org
Tugby C Of E Primary	www.Tugby.leics.sch.uk
Viscount Beaumont C Of E Primary School - Coleorton	www.Viscountbeaumonts.leics.sch.uk
Willesley Primary School - Ashby	www.Ashbywillesley.org.uk
Woodland Grange Primary School, Oadby	www.Woodlandwideweb.org.uk
Woolden Hill Primary School - Anstey	www.wooldenhillprimary.org.uk
Waltham On The Wolds CE Primary School	www.Waltham.leics.sch.uk
Holy Cross Catholic Primary School – Whitwick *	www.Holycrosswhitwick.co.uk
Sacred Heart Catholic Vol Academy-Loughborough *	www.Sacredheart.leicester.sch.uk
Saint Francis Catholic Primary School, Melton *	st-francis.leics.sch.uk
St Clares Catholic Voluntary Academy – Coalville *	www.St-Clares.leics.sch.uk
St John Fisher CE Primary School - Wigston *	www.Stjohnfisher-Wigston.leics.sch.uk
St Josephs Catholic Vol Academy - Market Harborough *	www.Stjosephs.leics.sch.uk
St Marys Catholic Primary School - Loughborough *	www.Stmarysloughborough.org.uk

Saint Peters Catholic Primary School - Earl Shilton *	www.Stpetersprimary.org
Saint Peters Catholic Primary School - Hinckley *	www.Stpetershinckley.Net
St Winefrides Catholic Voluntary Primary School *	www.Winefrides-Rc.leics.sch.uk

Secondary Schools	Link to website
Ashby School	www.ashbyschool.org.uk
Beauchamp College - Oadby	www.beauchamp.org.uk
Belvoir HS - Bottesford	www.belvoirhigh.leics.sch.uk
Bosworth Academy - Desford	www.bosworthacademy.org.uk
Brockington CC - Enderby	www.brockington.leics.sch.uk
Castle Donington College	www.cdcollege.uk
Castle Rock HS - Coalville	www.castlerocksch.uk
Cedars Academy - Birstall	www.thecedarsacademy.org.uk
Charnwood College	www.charnwoodcollege.org
Countesthorpe Leysland CC	www.clcc.college
De Lisle College, Loughborough *	www.delisle.org.uk
Gartree HS - Oadby	www.gartree.leics.sch.uk
Brookvale High School	www.brookvalegroby.com
Hastings High School - Burbage	www.hastings.school
Heath Lane Academy - Earl Shilton	www.heathlane.midlandat.co.uk
Hinckley Academy	www.hinckleyacademy.co.uk
Humphrey Perkins School - Barrow	www.humphreyperkins.org.uk
Ibstock Community College	www.ibstockcollege.co.uk
Ivanhoe College – Ashby	www.ivanhoe.co.uk
John Ferneley College - Melton Mowbray	www.johnferneley.org
Kibworth High School	www.kibworth-tmet.uk
Limehurst Academy - Loughborough	www.limehurst.org.uk
Longfield HS - Melton Mowbray	www.longfieldacademy.org.uk
Lutterworth College	www.lutterworthcollege.com
Lutterworth HS	www.lutterworthhigh.co.uk
Manor HS - Oadby	www.manorhigh.leics.sch.uk
Martin HS - Anstey	www.martinhigh.org.uk
Rawlins Academy - Quorn	www.rawlinsacademy.org.uk
Redmoor Academy - Hinckley	www.redmooracademy.org
Robert Smyth Academy	www.robertsmyth.tgacademy.org.uk
Roundhill Academy - Thurmaston	www.roundhill.bepschools.org
South Charnwood High School	www.southcharnwood.leics.sch.uk
South Wigston High School	www.southwigston.leics.sch.uk
St Martins Catholic Academy, Stoke Golding *	www.saint-martins.net
Thomas Estley CC - Broughton Astley	www.thomasestley.org.uk
Welland Park Academy - Market Harborough	www.wellandparkacademy.co.uk
Wigston Academy	www.wigstonacademy.org
Winstanley School - Braunstone	www.winstanleyschool.org.uk

Woodbrook Vale HS - Loughborough	www.woodbrookvale.leics.sch.uk
Wreake Valley Academy - Syston	www.wreake.bepschools.org

Schools marked with * may need a supplementary form completing, the supplementary form can be obtained directly from the school.

Appendix 3:**ACADEMIES RUNNING THEIR OWN ARRANGEMENTS**

Inspiring Primaries Academy Trust – Mid-Term Arrangements 2022		
School	Address	Telephone
All Saints CE Primary School, Sapcote	Bassett Lane, Sapcote, Leics, LE9 4FB	01455 272973
Arnesby Primary School	Mill Hill Road, Arnesby, Leics, LE8 5WG	0116 2478563
Claybrooke Primary School	Main Road, Claybrooke Parva, Leics, LE17 5AF	01455 209238
Dunton Bassett Primary School	The Mount, Dunton Bassett, Leics, LE17 5JL	01455 209557
Gilmorton Chandler CE Primary School	Church Lane, Gilmorton, Leics, LE17 5LU	01455 552343
John Wycliffe Primary School	Moorbarns Lane, Lutterworth, Leics, LE17 4QJ	01455 553135
Sharnford CE Primary School	Henson Way, Sharnford, Leics, LE10 3PN	01455 272456
St Margaret's CE Primary School, Stoke Golding	High Street, Stoke Golding, Warks, CV13 6HE	01455 212393
St Mary's CE Primary School, Bitteswell	The Green, Bitteswell, Leics, LE17 4SB	01455 552818
Swinford CE Primary School	School Lane, Swinford, Leics, LE17 6BG	01788 860404
Ullesthorpe CE Primary School	Ashby Road, Ullesthorpe, Leics, LE17 5DN	01455 209926

ALL SAINTS CE PRIMARY SCHOOL, SAPCOTE



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 272973 or email us at allsaints@ipat.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to allsaints@ipat.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

[Admission application form for ipat schools \(.docx\)](#)

ARNESBY PRIMARY SCHOOL



MID TERM (IN YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 0116 247 8563 or email us at office@arnesby.embracemat.org to enquire if we have places available in the relevant year group(s). We will gladly offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to office@arnesby.embracemat.org. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

CLAYBROOK PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 209238 or email us at office@claybrooke.leics.sch.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to office@claybrooke.leics.sch.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

DUNTON BASSETT PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 209557 or email us at schooloffice@duntonbassett.leics.sch.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to schooloffice@duntonbassett.leics.sch.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

GILMORTON CHANDLER CE PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 552343 or email us at office@gilmortonchandler.leics.sch.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on this form which should be completed and emailed to office@gilmortonchandler.leics.sch.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

JOHN WYCLIFFE CE PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC

If you are thinking of moving your child(ren) to our school, please call us on 01455 553135 or email us at schooloffice@jwps.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on this form ([Admissions Application Form](#)) which should be completed and emailed to schooloffice@jwps.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

SHARNFORD CE PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 272456 or email us at sharnford@ipat.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to sharnford@ipat.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

ST MARGARETS CE PRIMARY SCHOOL, STOKE GOLDING



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 212393 or email us at office.sm@ipat to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on [this form](#) which should be completed and emailed to office.sm@ipat. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

ST. MARY'S C OF E PRIMARY, BITTESWELL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 552818 or email us at office@stmarysbitteswell.co.uk to enquire if we have places available in the

relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on this form below which should be completed and emailed to office@stmarysbitteswell.co.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

[Admission application form for IPAT schools](#)

SWINFORD COFE PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01788 860404 or email us at admin@swinford.embracemat.org to enquire if we have places available in the relevant classes or year group(s). We will offer you a tour of the school with a member of our team.

Mid term applications for 2021/22 should be made on our Governors Admissions Form (available from within the admissions section of our website). This form should be completed and delivered to our school office or scanned and emailed to admin@swinford.embracemat.org. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeals procedure as outlined within our admissions policy

ULLESTHORPE CE PRIMARY SCHOOL



MID TERM (IN-YEAR) ADMISSIONS ARRANGEMENTS 2021/22 ACADEMIC YEAR

If you are thinking of moving your child(ren) to our school, please call us on 01455 209926 or email us at ullesthorpe@ipat.uk to enquire if we have places available in the relevant year group(s). We will offer you a tour of the school with a representative from our leadership team.

Mid term applications for 2021/22 should be made on the form below which should be completed and emailed to ullesthorpe@ipat.uk. You will be notified of the admission decision within 10 school days. If applicable, you will also be notified of the appeal procedure (see Admissions Appeals below).

[Admission application form for IPAT schools](#)

THURMASTON CHURCH HILL JUNIOR SCHOOL



Applications during the School Year If you would like to move your child to our school, please contact the school office to arrange a tour and to meet the Headteacher. Mid term applications for 2021/22 should be made using the form on the website. You will be notified of the decision within 10 school days. If applicable, you will also be notified of the appeal procedure.

[Admission form for Thurmaston Church Hill Junior School](#)

Application Form for the above academies only in the **Inspiring Primaries Academy Trust** - once completed please forward to relevant



school:

APPLICATION TO THE LOCAL GOVERNING BODY FOR ADMISSION TO:

NAME OF SCHOOL:

It is important that this form is completed accurately and full details given. The form is made available to the Independent Appeal Panel in the case of an appeal against non-admission. In all other respects, the information is treated in confidence. If you require assistance in the completion of the form, please contact our school office.

CHILD'S DETAILS:

SURNAME	
FORENAMES	
HOME ADDRESS (INCLUDE POSTCODE)	
DATE OF BIRTH	

PARENT/GUARDIAN/CARER DETAILS:

	PARENT/GUARDIAN/CARER	PARENT/GUARDIAN/CARER
TITLE		
SURNAME		
FORENAME		
TELEPHONE NUMBER		

I/we wish my/our child to be admitted to the school and confirm that the information given is correct. Our application for admission is under criterion number ___ of the school's Admission Policy (please see school website for details).

I/we understand the need to provide proof of address and of the child's date of birth.

Signed / dated by a person(s) with legal responsibility for the child.

Office use only: **Proof of address seen (sign and date)**
 Evidence of date of birth seen (sign and date)



Joining the school in all other years or during Year 7

The Market Bosworth School manages its own “in year” admissions. “In year” admissions for The Market Bosworth School is any admission that would take place after the normal admission round for Year 7 Students.

If you would like a copy of an “In year” application form for TMBS, they are available from the schools main office, or electronically via email on: admissions@tmbs.org.uk

The school will aim to notify parents of the outcome of their application in writing within 10 school days, but will notify in writing within 15 school days.

In the event the application is unsuccessful, there is the right to appeal. An appeal form will be provided, where you set out your grounds for appeal, and the appeal will be heard within 30 school days of receipt of the appeal.

Should you wish to speak with us about the application / appeals process, or the current availability of places in a particular year group, please contact:

Mr Slattery, Assistant Principal

Email admissions@tmbs.org.uk

Telephone (Main Reception) 01455 290251

All admissions for The Market Bosworth School are considered in line with the [DFE School Admissions code](#) (PDF).

ACADEMIES YET TO CONFIRM THEIR ARRANGEMENTS

Queniborough Primary School