

	Current	Proposed change
Admissions Policy Page 23, Sec 8, Para 8.2	8.2 A combination of the oversubscription criteria will be used if required where there are more applications than places, for example where there are 120 places and 125 applications are submitted, 0 under the first category look after child, 125 for children who reside in catchment, a combination of criteria will be used under catchment – catchment +sibling, catchment + serious medical condition, catchment + distance, until 120 places are allocated.	8.2 A combination of the highest criterion plus distance will be used where there are more applications than places available within a single criterion. For example, where there are 120 places available and 125 catchment applications are submitted, and once all looked after children and previously looked after children have been allocated a place. The remaining children will be considered by single criterion and distance until the school is filled.
Admissions Policy Page 25, Sec 8, Note vi	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 home property to the school's main designated front gate, using a computerised mapping system ( <i>Routefinder</i> ). Where there is equal distance then 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.	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 home property to the school's main designated front gate, using a computerised mapping system ( <i>Synergy Mapping Tool</i> ). Where there is equal distance then 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.
Primary Co-ordinated Scheme	3.10 Late applications and requests for changes to list of preferences will be dealt with as follows: <u>Received after 15<sup>th</sup> January closing date but on or before 31<sup>st</sup> January</u> When Leicestershire LA considers that applications are received late for a good reason but by 1 <sup>st</sup> February 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 15 <sup>th</sup> January, providing documentary evidence of the reason for lateness is also received and it is no later than end of February.	3.10 Late applications and requests for changes to list of preferences will be dealt with as follows: <u>Received after 15<sup>th</sup> January closing date but on or before 31<sup>st</sup> January.</u>  When Leicestershire LA considers applications that are received late for a good reason it may be possible in exceptional circumstances to accept the application as on time, e.g. when a single parent has been hospitalised, or a family are returning from abroad, supported by documentary evidence of the reason for lateness which must be provided with the late application.

	<p>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 (15<sup>th</sup> January). Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences).</p> <p><b><u>Received after 16<sup>th</sup> April</u></b></p> <p>Applications received after 1<sup>st</sup> 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.</p>	<p>Late applications (received after 15<sup>th</sup> January but by 31<sup>st</sup> January) for Leicestershire schools will be processed once all on time applications have been processed and we will issue the decision on National Offer date.</p> <p><u>Late applications received post 31<sup>st</sup> January.</u></p> <p>Late applications also include:</p> <ul style="list-style-type: none"> <li>• requests to amend previously submitted applications, (where for example a new school has been added to the original preferences) only the new school will be considered as a late preference;</li> <li>• applications received after 16<sup>th</sup> April. These late applications will then be processed post offer date.</li> </ul>
		<p>New paragraph:</p> <p>3.13 Waiting lists although will be live to view from 16<sup>th</sup> April (or next working day). Allocations to school vacancies will be immediately after the offer date. Waiting lists cannot discriminate between an on-time or late applications.</p>
	<p>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.</p>	<p>4.3 For those applications seeking a transfer from an infant school to a primary school rather than to a junior school as part of the infant to junior transfer round, these will be considered as an in-year (mid-term) transfers and processed within 15 school days. Where parents and guardians wish to take up the place in the following September at a primary school, parents and guardians will be asked to make their application from 1<sup>st</sup> June for the following September.</p>
<p>Secondary Co-ordinated Scheme</p>	<p>3.10 Late applications and requests for changes to list of preferences will be dealt with as follows:</p>	<p>3.10 Late applications and requests for changes to list of preferences will be dealt with as follows:</p>

	<p><b><u>Received after 31<sup>st</sup> October closing date but on or before 16<sup>th</sup> November</u></b></p> <p>When Leicestershire LA considers that applications are received late for a good reason and is by 16<sup>th</sup> November 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 31<sup>st</sup> October, providing documentary evidence of the reason for lateness is also received.</p> <p>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 31<sup>st</sup> October. Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences).</p>	<p><b><u>Received after 31<sup>st</sup> October closing date but on or before 16<sup>th</sup> November.</u></b></p> <p>When Leicestershire LA considers applications that are received late for a good reason it may be possible in exceptional circumstances to accept the application as on time, e.g. when a single parent has been hospitalised, or a family are returning from abroad, supported by documentary evidence of the reason for lateness which must be provided with the late application.</p> <p>Late applications (received after 31<sup>st</sup> October but by 16<sup>th</sup> November) for Leicestershire schools will be processed once all on time applications have been processed and we will issue the decision on National Offer date.</p> <p><b><u>Late applications received post 31st January.</u></b></p> <p>Late applications also include:</p> <ul style="list-style-type: none"> <li>• requests to amend previously submitted applications, (where for example a new school has been added to the original preferences) only the new school will considered as a late preference;</li> <li>• applications received after 1<sup>st</sup> March. These late applications will then be processed post offer date.</li> </ul>
	<p>New paragraph:</p>	<p>3.15 Waiting lists although will be live to view from 1<sup>st</sup> March (or next working day). Allocations to school vacancies will be immediately after the offer date. Waiting lists cannot discriminate between an on-time or late applications.</p>

Mid-Term co-ordinated scheme	<p>2.3. 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.</p>	<p>2.3. For all OAA schools that do not participate in the LA's co-ordinated scheme parents must apply directly to the school (see appendix 2). For maintained and OAAs participating in the LA's arrangement it will be the LA that will process the application form.</p>
	<p>2.4. 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 <a href="#">online application form</a>.</p>	<p>2.4. Leicestershire's common application form will allow parents to express up to 5 school preferences, 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 a school is through the LA's <a href="#">online application form</a> (see appendixes 1 and 2).</p>
	<p>2.7. 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).</p>	<p><b>2.7</b> Parents who cannot be offered one of their preferred schools will on request to the School Admissions Service be informed of places available at other local schools participating in Leicestershire's mid-term co-ordinated scheme. Or, where the parent or guardian insists for a school place and there are at least 15 school days before the end of the summer term.</p>