



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 2026 and mid-term transfers from Autumn 2026 onwards)

C O N T E N T S

	Page Number
Useful Definitions	3
1.0 Introduction	4
1.9 The Council and parents' duties and responsibilities	4
1.12 The Published Admission Number	6
1.19 When can the Council request that the PAN be exceeded	6
1.23 Who can make an application for a school place?	7
1.27 Parents living outside Leicestershire seeking a school place in Leicestershire	8
1.29 The Home address	8
1.35 Children of UK Service Personnel and Crown Servants	8
1.42 Changing preferences after submitting the application form	9
1.47 Allocating places	10
2.0 Normal round First Time Admissions to Mainstream Primary or Infant Schools and Infant to Junior Transfers	10
2.1 Applying for a school place	10
2.11 How places are allocated	11
2.17 Offers - First time admission / infant to junior transfer	12
2.18 Acceptance or Refusal of Offers and Withdrawal of Places or Offers of Places	12
2.20 Late Primary or Infant applications for normal admissions round	12
2.28 Oversubscription (waiting) lists first time admissions and infant to junior transfers	13
3.0 Infant Class Size & Exceptions	13
4.0 Admission of children below compulsory school age and deferred entry	14
5.0 Admission of children outside their normal age group to Community or Voluntary Controlled schools	15
6.0 Normal round Secondary School Transfer Admissions (not sixth form)	17

6.1	Applying for a school place	17
6.7	How are places allocated	18
6.12	Secondary Offers	18
6.13	Acceptance or Refusal of Offers and Withdrawal of Places or Offers of Places	18
6.16	Late secondary applications – normal admissions round	19
6.24	Oversubscription (waiting) lists secondary transfers	19
7.0	Mid-Year (In-Year) Applications	20
7.1	What is a mid-term application?	20
7.4	Leicestershire’s arrangements for mid-term applications to Leicestershire schools	20
7.7	Applying for a place in a Leicestershire School	20
7.15	Notifying parents of the outcome	22
7.23	Acceptance or Refusal of Offers; Withdrawal of Places or Offers of Places	22
7.26	Oversubscription (waiting) lists	23
8.0	Priority Oversubscription Criteria for Entry Autumn 2026 Admissions and Mid-term Applications during 2026/2027 Academic Year	23
8.5	Tiebreaker	25
9.0	Children Who Move Out of Or into the Catchment Area	26
10.0	Withdrawal of places	26
11.0	Errors	27
12.0	Second Applications	27
13.0	Appeals (including class size appeals)	28
14.0	Miscellaneous	28
14.1	Children with Split Residence	28
14.6	Children of UK Service Personnel and other Crown Servants	29
14.12	Catchment Area Definition and How to Find Out the Catchment Area School for the Home Address	30
14.17	Areas of Dual / Multiple Catchment Entitlement	30
14.19	Finding the school nearest to home address (this may not be the catchment school)	30
14.21	Parental Proof of Residence	30
14.24	Clarification of home address where the family’s current address is deemed temporary or multiple addresses	31
14.25	Children from Overseas	32
14.29	Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils	32

Useful Definitions

The Council / LCC: refers to Leicestershire County Council

PAN: Published Admission Number

Code: School Admissions Code (sept 2021)

FCDO: Foreign, Commonwealth & Development Office

UKVi: UK Visa and Immigration

DIT: Department of International Trade

Crown Servant: A person employed by the Crown – Officers employed by departments of the United Kingdom Government, such as FCDO, UKVi, DIT

FAP: Fair Access Protocol

CAF: Common Admissions Form

Maintained schools and Voluntary Controlled (VC): Schools under the control of the local authority

VA: Voluntary Aided Schools (under their own control)

Foundation Schools: Schools that control themselves

FTA: First Time Admissions

Infant School: 4+ to 7

Junior School: 7+ to 11

Primary School: 4+ to 11

Secondary School: 11+ to 16

National Closing/Offer Date(s): National dates to either submit the application, or to be informed of the outcome to the application

Leicestershire resident: A family that lives and pays council tax to a Leicestershire district Council

Normal Admissions Round: A statutory transfer phase of either starting school or transferring school, i.e. to start infant/primary, to transfer from infant to junior school or transfer from primary/junior school to secondary school

1.0 Introduction

- 1.1 Leicestershire County Council (“the Council” / LCC) is the admission authority for all community and voluntary controlled schools (maintained schools) within Leicestershire. This policy sets out the admission arrangements for these schools. A list of schools to which the arrangements apply can be found at [Co-ordinated admissions arrangements for mid-term transfers](#)
- 1.2 The policy sets out the application process for applications made at First Time Admission (for Reception year group), Infant to Junior transfers and for transfer at Year 7. It also sets out the admissions process for mid-term applications (i.e. applications made for other year groups).
- 1.3 The Council is responsible for coordinating first time admissions, secondary transfers, and infant to junior transfers for all Leicestershire Schools. To this purpose it has two approved coordinated schemes: one for; [Co-ordinated Admission Scheme – Infant, Primary and Junior school entry](#) and one for [Secondary Transfers](#) It is also responsible for coordination of mid-term transfers to all maintained schools and for Academies that participate in Leicestershire’s [Mid-term coordination scheme](#).
- 1.4 The policy sets out how children will be admitted including the criteria (see section 8.0) that will be applied if there are more applications than places available at the school.
- 1.5 Some Academies use the services of the Council’s Admissions team to process their applications. A list of these Academies can be found at [Published Admission Number \(PANs\) September 2026](#). An Academy will have its own admissions policy and criteria for entry.
- 1.6 For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but is not limited to natural (biological) parents, those who have day-to-day care of a child and/or parental responsibility.
- 1.7 The Council must ratify admission arrangements for maintained schools by 28th February each year, following a formal consultation where changes have been proposed.
- 1.8 Where any changes to admission arrangements are proposed, the Council will undertake a minimum 6–week consultation period between 1st October and 31st January of the school year before those arrangements are to apply. The Code sets out who must be consulted, and this includes for example, parents of children between the ages of two and eighteen; other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions. Consultation is only required to take place every seven years if the admission arrangements have not changed since the previous consultation.
- 1.9 [The Council and parents’ duties and responsibilities](#)
- 1.10 The Council has a duty to provide school places for all pupil’s 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. Parents have a right to express a preference for a school place.

- 1.11 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. Information about compulsory school age can be found below in section 4.0.

Relevant legislation and other information including definitions

Leicestershire County Council complies with the regulations and legislation set out in the [School Admissions Code 2021](#) and the [School Admission Appeals Code 2022](#), including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (<https://www.gov.uk/right-of-abode>) or that the conditions of their immigration status otherwise permit access to a state-funded school before making an application for a school place.

Closing dates for applications

- Year 7 transfer applications must be submitted on or before 31st October.
- First time admission / infant to junior transfer applications must be submitted on or before 15th January.

National offer day

This is the day each year on which local authorities are required to send out the decisions for applications received on time.

- For secondary pupils, offers are sent out by the home local authority on 1st March.
- For primary pupils, offers are sent out by the home local authority on 16th April.

These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

- 1.12 The Published Admission Number (PAN)

[Please see link for all [Published Admission Number \(PANs\) September 2026](#)]

- 1.13 Admission authorities are required to set a PAN. This is the minimum number of places which must be offered in each relevant age group where the school will admit children for the first time (Reception at an infant/primary school, Year 3 at a junior/primary school, Year 7 at a secondary school).
- 1.14 The PAN only applies to the relevant age group i.e. Reception, Year 3 at junior transfer, or Year 7. The PAN does not apply to other years, known as mid-term admissions. Mid-term admissions may occur as a result of children moving into the area or changing school for other reasons.
- 1.15 The Council may not refuse admission to other age groups on the grounds that they have already reached their PAN. It may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.
- 1.16 The Council set an admission number for all maintained schools, that are published on or before the 15th March on the Council's website.
- 1.17 Maintained schools which admit children to Reception year will be subject to the provisions of the School Admissions (Infant Class Size) (England) Regulations 2012 which require that infant classes (Reception, Year 1 and 2) must not contain more than 30 pupils with a single qualified school teacher except in specific exceptional circumstances. These are set out in section 3.0 of this policy. If for example the PAN is 60 and 31 pupils apply, 31 pupils will be admitted, and the school will have to organise its classes to avoid breaching the Infant Class Size Regulations i.e. run two classes or vertically group.
- 1.18 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 of the School Admissions Code 2021 applies, or when paragraph 3.10 applies. Where an admission authority receives a mid-term application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission (with access to an appeal) and refer the child to the Fair Access Protocol. The provision in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question as stated at paragraph 3.12 of the 2021 Code.
- 1.19 When can the Council request that the PAN be exceeded
- 1.20 If a maintained school wants to exceed its PAN in certain exceptional circumstances the Council may determine, or the school may request, that the PAN 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 PAN of a particular school on its website.

- 1.21 For the avoidance of doubt, discretion to exceed the PAN shall rest solely with the Council in liaison with the Headteacher and Governing Body of a school. In reaching any decision the Council will consider the views of interested parties, i.e. other local schools.
- 1.22 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 PAN 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 PAN. If there are any places available after on-time applications have been processed, places will be offered to those late applications ranked according to the priority criteria;
 - (b) Where the decision to increase the PAN 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 PAN alongside any further applications received;
 - (c) Where the decision to increase the PAN 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 PAN.
- 1.23 Who can make an application for a school place?
- 1.24 Under normal circumstances, the person making the application must hold parental responsibility. The Council considers the parent to be:
- the mother of the child the father of the child where he was married to the mother either when the child was born or at a later date
 - the father of the child if (since 1st December 2003) he was registered as the father on the birth certificate
 - an adoptive parent
 - any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required
 - authorisation may also be given for another person to speak on the parent's behalf.
- 1.25 If those with parental responsibility are unable to agree on the preferences received by Leicestershire County Council, or where a single address for the pupil for the purposes of applying for a school place cannot be agreed, Leicestershire County Council can suspend the applications from being processed. Parents will be advised to obtain further legal advice concerning which parent's application will be processed. Leicestershire County Council will then continue to process the application (following receipt of appropriate legal documentation).
- 1.26 In cases where multiple applications are received for the same child, parents will be reminded the Code only allows one address for the child for the purposes of

applying for a school place.

1.27 Parents living outside Leicestershire seeking a school place in Leicestershire

1.28 Parents that do not live in Leicestershire but are seeking a school place at a school within Leicestershire can do so by applying through their home local authority. The home local authority is the area in which the child resides. Those applications will be forwarded to the Leicestershire County Council for processing. If parents are unclear as to their home local authority it will be the local authority to which council tax is paid.

1.29 The home address

1.30 The child's place of residence is taken to be the parental home at which they normally reside, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used.

1.31 Where a family have equal split residency arrangements and the child resides either in the same school catchment or lives in two catchment areas, parents must prioritise one address. Informal arrangements between parents will not be taken into consideration.

1.32 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 week. That is the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

1.33 Where parents cannot agree a single address, they may need to seek legal advice (see paragraph 1.25 above).

1.34 Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

1.35 Children of UK Service Personnel and Crown Servants

1.36 It is the parent's responsibility to make sure the Council are informed of the family's Service or Crown Servant status.

1.37 It is important to note that the provisions of the School Admissions Code or Armed Forces Covenant, do not give automatic priority to Service children over other children or guarantee that Service children will get a place at a particular school.

1.38 For families of Service Personnel with a confirmed posting, or Crown Servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. The Council will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
 - b) use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, the Council will use a Unit or quartering address as the child's home address where a parent requests this.
- 1.39 Where a parent is unable to provide confirmation of a relocation address, they are advised to provide an indication of the area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to the planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to allocate a place at a preferred school.
- 1.40 If vacancies exist, the Council will allocate a place at the preferred school to the family in advance of their move, even if they do not yet have a confirmed address. If schools are oversubscribed the Council need to be satisfied that place(s) is/are allocated lawfully (in accordance with the oversubscription criteria) and will expect to have some level of certainty about a family's intended new address, to ensure a place is allocated lawfully, for example, proof of exchange of contracts or a letting agreement.
- 1.41 Where Crown Servant families are returning to live in a property, they already own, evidence of ownership will be needed. The family will need to provide evidence by the relevant closing dates, to be included in the first allocation round (see paragraph 1.41 below).
- 1.42 Changing preferences after submitting the application form
- 1.43 Application forms for school places allow parents to express five preferences for school places. Parents should rank their preferences in order with 1 being highest and 5 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.
- 1.44 The closing dates are as follows:
- on or before the 15th January for First time admissions / Infant and Junior, and
 - on or before 31st October for Year 7 transfer applications.
- 1.45 Parents may make changes to application by logging into their parent portal account up to and including the closing date(s) as stated in paragraph 1.41 above. Parents may then only alter order of preferences for applications

submitted on time, by writing to the Council by 31st January for First time admissions / Infant and Junior, and 16th November for Year 7 transfer applications.

- 1.46 After the closing date if a new school preference is added, then that school preference will be considered as a late preference i.e. the preference(s) will not be looked at / processed until after considering the applications that have been received on time.
- 1.47 Allocating places
- 1.48 The Council must allocate any places in schools according to objective and transparent criteria.
- 1.49 Where a school is undersubscribed, i.e. the PAN has not been reached, any parent that applies must be offered a place subject to paragraph 1.18. Where a school is oversubscribed, the Council must rank applications in order against its published oversubscription criteria as set out at Section 8.0.
- 1.50 In regard to the admission of looked after children, a local authority has the power to direct the admission authority for any maintained school in England i.e. out of county-maintained schools to admit a child who is looked after even when the school is full. (Where maintained schools include community, VC, VA and foundation schools).

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

- 2.1 Applying for a school place
- 2.2 Leicestershire County Council under the co-ordinated admission arrangements is responsible for [Co-ordinated Admission Scheme – Infant, Primary and Junior school entry](#) for all Leicestershire schools and [Co-ordinated admission arrangements for mid-term transfers scheme](#) for academies that participate in Leicestershire’s mid-term co-ordination scheme.
- 2.3 Children do not automatically transfer to Reception from early years provision or nursery and parents must apply for a school place. Similarly, children attending an infant school do not automatically transfer to the junior /primary phase of education and parents must make an application.
- 2.4 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).
- 2.5 For first time admission, applications for a school place must be made on or before the national closing date of the 15th January of the year of admission in which the child turns four, even where the child will not be of compulsory school age in September when they start school. The Council open the application portal on the 1st September of the academic year prior to the year the child is

eligible to start school.

- 2.6 For transfers from Infant to Junior School, applications for a school place must be made on or before the national closing date of the 15th January for all children in Year 2 transferring to Year 3 at a junior school.
- 2.7 Parents living in Leicestershire must apply to the Council for a school place. Parents apply on a Common Application Form (CAF). 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.
- 2.8 Parents that do not live in Leicestershire but are seeking a school place at a school within Leicestershire can do so by applying through their home local authority i.e. the local authority in which the child resides and where the council tax is paid. Those applications will be forwarded to the Leicestershire County 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).
- 2.9 Parents are able to state up to five preferences in the order they most prefer and give reasons for those preferences. Parents should include any additional information the admission authority may need in order to consider their preferences fully.
- 2.10 The Council will process applications from Service Personnel / Crown Servants in accordance with the School Admissions Code 2021 as set out in paragraph 1.34 of this policy.
- 2.11 How places are allocated
- 2.12 Schools will have a PAN for each year group. The PAN is the minimum number of children who must be admitted if there are sufficient applications. Places will be allocated up to the Published Admission Number (PAN) for each relevant age group, when the admission of another child would prejudice the provision of efficient education or efficient use of resources. Where there are more applications than places, these will be ordered in accordance with the relevant own admitting authority's approved priority criteria.
- 2.13 This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.
- 2.14 Infant class size regulations apply to applications made for places in Reception i.e. first-time admission exceptions. Please see paragraph 1.17 and section 3.0 below.
- 2.15 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).
- 2.16 For those parents that do not live in Leicestershire, the Council will confirm

decisions to the home local authority, (the local authority council tax is paid, and child resides) who will in turn inform parents of the Council's decision.

2.17 Offers - First time admission / infant to junior transfer

- a. Following exchange of offer information with other local authorities, the Council will identify all those preferences which can be met.
- b. The Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Leicestershire residents.

2.18 Acceptance or Refusal of Offers and Withdrawal of Places or Offers of Places

2.19 In the normal admissions round offers are made for first-time, infant-junior admissions, national offer date 16th April, places will be assumed accepted unless refused.

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.

2.20 Late Primary or Infant applications for normal admissions round

2.21 Applying late (after the closing date of the 15th January), will mean the application will not be looked at / processed until after considering the applications that have been received on time.

2.22 Where an application was received after the closing date, but on or before 31st January and includes independent professional evidence, which the Council's School Admissions Manager(s) will consider the evidence and may agree the application as on time where the proof justifies why the application could not be made on time.

2.23 The parent must be able to evidence that the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening, long term illness or there may have been a family bereavement, which prevented applying by the closing date.

2.24 Moving into the area is not an exceptional reason for applying late. Late applicant families who are already resident within the catchment area and have moved to another address within catchment are also NOT exceptions and will be processed as a late application.

2.25 Applications received after 31st January, cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.

- 2.26 The Council's decision on behalf of the admitting authority will either be to offer a place at a school or refuse the place because the school is full and to admit another student would cause prejudice. A refusal letter will also explain to the parent their right to appeal.
- 2.27 For those parents that do not live in Leicestershire, the Council will confirm decisions to the home local authority (the local authority where council tax is paid, and the child resides) who will in turn inform parents of the Council's decision.
- 2.28 Oversubscription (waiting) lists first time admissions and infant to junior transfers
- 2.29 During normal admissions round where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day until the 31st December of that year.
- 2.30 The Council will maintain an oversubscription (waiting) list for first time admissions and infant to junior transfers.
- 2.31 Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.
- 2.32 Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.
- 2.33 Applications received after the 1st September 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.
- 2.33 The Council does not hold waiting lists beyond 31st December. 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 assessed again, 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
- 3.0 Infant Class Size & Exceptions
- 3.1 Infant Classes (Reception, Year 1 and Year 2) must not exceed 30 children per teacher¹ .
- 3.2 Infant classes must not contain more than 30 pupils with a single school teacher, unless an exception applies (see paragraph 3.5 below).
- 3.3 That includes where admission would cause the infant class size limit to be breached in the future.

¹ As defined by the section 4 of the School Standards and Framework Act 1998.

- 3.4 Additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time that they are in an infant class (Reception, Year 1, and Year 2) or until the class numbers fall back to the current infant class size limit.
- 3.5 The exceptions, are:
- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
 - b) looked after children and previously looked after children admitted outside the normal admissions round;
 - 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.
- 3.6 For late applications for Reception processed after the 16th April (Offer Day) and before 31st August and for all mid-year applications for Reception, Year 1, and Year 2, a child who falls into any of these categories will not automatically be admitted as an excepted pupil.
- 4.0 Admission of children below compulsory school age and deferred entry
- 4.1 In the case of first-time admissions, upon notification of a school place being offered, a child is entitled to a full-time place in the September following their fourth birthday.
- 4.2 The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age, 5, and not beyond the beginning of the final term (1st April) of the school year for which it was made i.e. the Summer Term.
- 4.3 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).
- 4.4 Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- 4.5 Where a child has failed to attend school by the start of the Summer Term in the school year for which the original offer of a school place was made, parents will have to submit a new application unless there are exceptional circumstances which have prevented the child from attending school.
- 4.6 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).
- 4.7 Where there are no exceptional circumstances any application will be treated as a mid-term application (see section 7.0).
- 5.0 Admission of children outside their normal age group to Community or Voluntary Controlled schools
- 5.1 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.
- 5.2 Parents of a summer born child, 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).
- 5.3 Definition of a summer born child is a child born from 1st April to 31st August, these children reach compulsory school age on/by 31st August.
- 5.4 When informing a parent of the decision on the year group the child should be admitted, the Council will provide a full explanation for the reasons in the decision letter.
- 5.5 To request delayed entry or admission outside of chronological age group entry, for first time admission, infant to junior transfer and secondary transfer, 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.
- 5.6 Where a mid-term transfer request is made for a child that has been admitted to a year group outside the chronological year group, the requested school is not bound by the decision made by the current admitting authority.

- 5.7 Decisions will be made, for a maintained / VC school, by a Panel of the Council's professionals based on the circumstances of each case and considering the best interests of the child concerned. This will take into account:
- parents' views;
 - the views of the headteacher of the school concerned;
 - information about the child's academic, social and emotional development;
 - where relevant, their medical history and the views of a medical professional;
 - any views of medical and other professionals;
 - whether the child has previously been educated outside of their normal age group;
 - whether the child may naturally have fallen into a lower age group if it were not for the child being born prematurely.
- 5.8 Decisions made by the Council will clearly be set out in writing to the parent. The letter will contain a full explanation to the parent of how the decision was arrived at, including the year group into which the child will be considered for admission as well as what recourse is available if the request is refused.
- 5.9 Where the Council agrees to the parent's request for their child to be admitted to a year out of their normal age group, the admissions application for a place in the normal year group will then be withdrawn. It will be necessary for the parent(s) to apply again for a place in Reception (or at infant to junior or secondary transfer) at the appropriate time a year later as part of the co-ordinated scheme. If that application is successful, the child will be admitted into Reception, Year 3, or Year 7. However, parents must be aware that any such consent will not guarantee them a place at the preferred school(s).
- 5.10 If a parents' request is not agreed Leicestershire County Council will continue to process the application for a place in the Reception year, Year 3, or Year 7 at the normal time.
- 5.11 Parents of first-time admission pupil can seek to defer admission to later in the school year, parents are advised to discuss their options with the headteacher, in accordance with section 2.17 of the Code. Otherwise, parents must apply for Year 1 place. The risk when applying for a Year 1 place is that the preferred school may already be full.
- 5.12 Where delayed entry has been approved, the Council 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.
- 5.13 Any agreement by the Council to delay entry or to be admitted in advance of their chronological age group will only apply in relation to the maintained schools and/or voluntary controlled school(s) identified by the parents. Parents should contact the admission authority of other schools, for example all academy schools, they may wish their child to attend to confirm the process that they will

need to follow in relation to that school.

- 5.14 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 requested school(s) to determine whether to approve any request for a child to be admitted outside of their chronological age group.
- 5.15 Parents' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if offered a place at the school, but it is not their preferred age group.

6.0 Normal round Secondary School Transfer Admissions (not sixth form)

6.1 Applying for a school place

Leicestershire County Council under the co-ordinated admission arrangements is responsible for [co-ordinating secondary transfers scheme](#) for all Leicestershire schools and [co-ordinated admission arrangements for mid-term transfers scheme](#) for academies that participate in Leicestershire's mid-term co-ordination scheme.

- 6.2 Parents will need to submit an application for admission to secondary school by **the national closing date 31st October** in the year that the child is in Year 6 of primary school. The Council open the application portal from September, and parents are invited to register and apply online.
- 6.3 Parents living in Leicestershire must apply to the Council for a school place. Parents apply on a Common Application Form (CAF). 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.
- 6.4 Parents that do not live in Leicestershire but are seeking a school place at a school within Leicestershire can do so by applying through their home local authority i.e. the local authority in which the child resides and where the council tax is paid. Those applications will be forwarded to the Leicestershire County 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).
- 6.5 Parents are able to state up to five preferences in the order they most prefer and give reasons for those preferences. Parents should include any additional information the admission authority may need in order to consider their preferences fully.
- 6.6 The Council will process applications from Service Personnel / Crown Servants in accordance with the School Admissions Code 2021 as set out in paragraph 1.34 of this policy.
- 6.7 **How places are allocated**
- 6.8 Schools will have a PAN for each year group. The PAN is the minimum number of children who must be admitted if there are sufficient applications. Places will

be allocated up to the Published Admission Number (PAN) for each relevant age group, when the admission of another child would prejudice the provision of efficient education or efficient use of resources. Where there are more applications than places, these will be ordered in accordance with the relevant own admitting authority's approved priority criteria.

- 6.9 This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.
- 6.10 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).
- 6.11 For those parents that do not live in Leicestershire, the Council will confirm decisions to the home local authority (the local authority council tax is paid, and child resides) who will in turn inform parents of the Council's decision.
- 6.12 Secondary Offers
- a. Following exchange of offer information with other local authorities, the Council will identify all those preferences which can be met.
 - b. The Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Leicestershire residents.
- 6.13 Acceptance or Refusal of Offers and Withdrawal of Places or Offers of Places
- 6.14 In the normal admissions round offers are made for secondary transfers, national offer date of 1st March, places will be assumed accepted unless refused.
- 6.15 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.
- 6.16 Late secondary applications – normal admissions round
- 6.17 Applying late (after the closing date of the 31st October), will mean the application will not be looked at / processed until after considering the applications that have been received on time.
- 6.18 Where an application was received after the closing date, but on or before 16th November and includes independent professional evidence, which the Council agrees justifies why the application could not be made on time, this application may be accepted as on time.

- 6.19 The parent must be able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening, long term illness or there may have been a family bereavement, which prevented applying by the closing date.
- 6.20 Moving into the area is not an exceptional reason for applying late. Late applicant families who are already resident within the catchment area and have moved to another address within catchment are also NOT exceptions and will be processed as a late application.
- 6.21 Applications received after 16th November, cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.
- 6.22 The Council's decision on behalf of the admitting authority will either be to offer a place at a school or refuse the place because the school is full and to admit another student would cause prejudice. A refusal letter will also explain to the parent their right to appeal.
- 6.23 For those parents that do not live in Leicestershire, the Council will confirm decisions to the home local authority (the local authority where council tax is paid, and the child resides) who will in turn inform parents of the Council's decision.
- 6.24 Oversubscription (waiting) lists secondary transfers
- 6.25 During normal admissions round where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day until the 31st December of that year.
- 6.26 The Council will maintain an oversubscription (waiting) list for secondary transfers.
- 6.27 Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.
- 6.28 Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.
- 6.29 Applications received after the 1st September 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.
- 6.30 The Council does not hold waiting lists beyond 31st December. 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 assessed again, 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

7.0 Mid-Year (In-Year) Applications

7.1 What is a mid-term application?

7.2 A parent can apply for a place for their child at any school, at any time. Mid-term applications can be made for children requiring a school place during the school year rather than the usual transfer time to school, for example starting at Reception, transferring to junior school or transferring to secondary school.

7.3 Where the application is seeking a place in Reception, transferring to junior school or transferring to secondary school, and received on or after the first day of the academic year in the year of admission (1st September). It will be processed in accordance with the Council's mid-term co-ordinated scheme for maintained schools and for those academies that participate in the Council's co-ordinated scheme.

7.4 Leicestershire's arrangements for mid-term applications to Leicestershire schools.

7.5 Mid-term transfer requests 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 to participate in the Local Authority's [Co-ordinated admission arrangements for mid-term transfers scheme](#).

7.6 Local authorities are required to publish information on their public website by 31st August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1st September onwards in that year.

7.7 Applying for a place in a Leicestershire School

7.8 Information setting out the process for applying for mid-terms, is set out on the council's website for both maintained schools and those academies that participate in the council's co-ordinate scheme and for those admitting authorities that manage their own in-year admissions see the Council's [Co-ordinated admission arrangements for mid-term transfers scheme](#).

7.9 Parents can submit applications and if offered a place will have up to 20 school days to take-up the place or risk the place being withdrawn. School places cannot be reserved, and places are allocated in line with the admission arrangements for the school.

Where parents are requesting a place from the following academic

7.10 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).

7.11 Parents can state up to five preferences on an application for any of the schools participating in the scheme.

7.12 Admissions will normally be agreed up to the PAN for the relevant age group.

Admission to other age groups cannot be refused on the grounds that the PAN has already been reached however, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

- 7.13 Where there are more applications than places available, places must be allocated on the basis of the oversubscription criteria in the determined admission arrangements for the relevant admitting authority only.
- 7.14 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 paragraph 14.15); 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 – *Synergy Mapping Tool*; 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.
- 7.15 Notifying parents of the outcome
- 7.16 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days.
- 7.17 Where the mid-term application is made through the Council, the decision will, either be to 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.
- 7.18 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round, or at any point in the normal year of entry, except for children who have been permanently excluded from two or more schools.
- 7.19 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child

because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.

7.20 This can only be used if the school in question has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

7.21 There are some exceptions – please see paragraph 14.19 of the policy.

7.22 On the rare occasion where a community or voluntary school is significantly over subscribed in the requested year group, such that Health and Safety of children will be compromised, the application will be refused and right of appeal will be offered.

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

7.24 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.

7.25 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.

7.26 Oversubscription (waiting) lists

The Council only maintains oversubscription (waiting) lists for first time admissions, infant to junior transfers and for secondary transfers. The Council maintains no oversubscription (waiting) list for any other year groups.

8.0 Priority Oversubscription Criteria for Entry Autumn 2026 Admissions and Mid-term Applications during 2026/2027 Academic Year

8.1 Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

8.2 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 and 125 catchment applications are submitted, the 125 children that are in catchment will then be ranked by distance, with the closest 120 being offered the places.

8.3 The Priority criteria for Leicestershire 'maintained schools' is set out in the table 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 at point of application. (See note ii.)
3 rd	Sibling, where there is sibling attending the requested school and will still be attending the requested school at point of entry. (See note 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 with a sibling attending the Linked Junior School. (See note v.)
6 th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

Notes:

i. The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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 arrangements order or special guardianship order). Further references to previously looked after children means such 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.

- 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- ii. All schools for which the Council is the admission authority have catchment areas these can be seen at the following link: [catchment areas](#). 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 the home address is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
 - b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.
- iii. The term sibling relates to:
- brothers and/or sisters who share the same parent(s)
 - a half-brother, half-sister or legally adopted child living at the same address
 - a child looked after by a local authority placed in a foster family with other school age children
 - a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
- iv. If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

- (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.

- (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Service Manager along with the Admissions Manager will make the decision during the processing period in consideration with relevant professional documentation.

- v. A younger sibling will be considered under this criterion where they have an older sibling attending the linked junior school and will still be attending the linked junior when the younger sibling starts school.
- 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 (*GIS Mapping Tool*). 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.

8.4 Tiebreaker

If having applied the highest criterion plus distance and, two or more applications have identical ranking 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.

9.0 Children Who Move Out of Or into the Catchment Area

- 9.1 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 school, must be made using the new address.
- 9.2 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.
- 9.3 Where a family have applied 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.
- 9.4 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 (as detailed in the co-ordinated scheme). Home moves will not be accepted without proof (see section 14.15). Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

- 9.5 When moving house, the application should state the current home address. If there is a planned move the current address should be given and proposed moving to address given in the relevant section with proposed moving date.

10.0 Withdrawal of places

- 10.1 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 time².

- 10.2 Fraudulent applications: The Council investigates any applications where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide information or is unable to provide this information the Council will seek to obtain confirmation of the information from other local government departments, including schools. Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn. The Council reserves the right to check the information provided on the application is genuine.

11.0 Errors

- 11.1 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.

- 11.2 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.

12.0 Second Applications

- 12.1 Ordinarily parents may only make one application for any particular school per

² Including a failure to respond within a reasonable time to a request for information, such as to provide proof of an address.

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.

12.2 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 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 PAN, increase in the number of teaching staff.

12.3 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. The decision will be made by the Admissions Manager(s).

13.0 Appeals (including class size appeals)

13.1 If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.

13.2 The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.

13.3 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.

13.4 More information about the school appeals process can be found below

13.5 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:

13.6 The Panel can only allow an appeal for a place in an infant class that already has 30 children if:

- an error was made in the processing of the application form;
- the policy or admissions arrangements were applied incorrectly; or,
- the decision to refuse the place was unreasonable – see the [School](#)

[Appeals Code 2022](#) for more information.

14.0 Miscellaneous

14.1 Children with Split Residence

14.2 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 that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

14.3 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. If those with parental responsibility are unable to agree on the preferences received by Leicestershire County Council, it may be necessary for parents to obtain further legal advice. Leicestershire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, Leicestershire County Council will establish where the child lives for the majority of the time – as set out in paragraph 1.31.

14.4 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.

14.5 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.

14.6 Children of UK Service Personnel and other Crown Servants

14.7 It is the parent's responsibility to make sure the Council are informed of the family's Service or Crown Servant status.

14.8 It is important to note that the provisions of the School Admissions Code or Armed Forces Covenant, do not give automatic priority to service children over other children or guarantee that service children will get a place at a particular school.

14.9 For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi,

DIT. The Council will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

- b) use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

14.10 Where a parent is unable to provide confirmation of a relocation address, they are advised to provide an indication of the area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to the planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application.

14.11 If vacancies exist, the Council will allocate the school to the family in advance of their move, even if they do not yet have a confirmed address. If schools are oversubscribed the Council need to be satisfied that place(s) is allocated lawfully (in accordance with their oversubscription criteria) and will expect to have some level of certainty about a family's intended new address, to ensure a place is allocated lawfully, for example, proof of exchange of contracts or a letting agreement.

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

14.13 Community and Voluntary Controlled schools have their own defined catchment areas, which are available to view on the website: [Links to school catchment area maps and general information](#). These are the geographic area from which pupils / students are eligible to be considered under criterion 2 of the Priority Oversubscription Criteria.

14.14 The home address determines into which catchment area the applicant resides (definition of home address see paragraph 1.29 (and section 8.0 note (ii))). There are some instances where a single catchment has multiple schools, this will mean families may have more than one catchment school see paragraph 14.12.

14.15 If unclear in which catchment area the home address falls, please contact the Council's Customer Service Centre, on (0116) 305 6684.

14.16 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.

14.17 Areas of Dual / Multiple Catchment Entitlement

14.18 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 8.0). In both circumstances the highest-ranking preference where possible will always be offered.

14.19 Finding the school nearest to home address (this may not be the catchment school)

14.20 See the link below for the nearest school **not** necessarily the catchment school:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/find-a-school>

14.21 Parental Proof of Residence

14.22 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.

a) 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.

b) In addition to the above the following may also be asked for:

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

c) 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.

14.23 Where the Council does not consider it 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.

14.24 Clarification of home address where the family's current address is deemed temporary or multiple addresses

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 14.14 (c); 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 14.14); 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 14.14 a), b) or c); 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 repossession, losing home residence 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.

14.25 Children from Overseas

- 14.26 Applications from non-UK nationals will be processed in accordance with this policy.
- 14.27 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.
- 14.28 Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (<https://www.gov.uk/right-of-abode>) or that the conditions of their immigration status otherwise permit access to a state-funded school before making an application for a school place.
- 14.29 Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils
- 14.30 Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.
- 14.31 The twice excluded rule does not apply to the following children:
 - a) children who were below compulsory school age at the time of the permanent exclusion;
 - b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
 - c) children whose permanent exclusion has been considered by a review

panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and

d) children with Education, Health and Care Plans naming the school.

- 14.32 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where the above applies.
- 14.33 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol. This can only be used if the school in question has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. This cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.
- 14.34 Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.
- 14.35 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.
- 14.36 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.
- 14.37 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. The Council 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).
- 14.38 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.

- 14.39 Parents are not precluded from applying for a school place even whilst the FAP is ongoing.
- 14.40 For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 2 to Year 3 or Year 6 to Year 7), all exclusions are expunged, and the receiving school must take the child.



**CO-ORDINATED ADMISSION SCHEME FOR FIRST TIME ADMISSION
TO INFANT AND PRIMARY SCHOOLS, AND INFANT TO JUNIOR
TRANSFERS ENTRY SEPTEMBER 2026**

[Ratified February 2025]

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 From **31th January** the application process will closed and 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 and validated according to Leicestershire's criteria.
- 3.4 By **8th February** Leicestershire will then share their application data with the Leicestershire Own Admissions Authority Schools e.g. Voluntary Aided, Academy, and Trusts 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. The late application round will also open from 16th April (or next working day).
- 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 on or before 31st January.

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.

Late applications (received after 15th January but by 31st January) for Leicestershire schools will be processed once all on time applications have been processed and we will aim to issue a decision on National Offer date.

Late applications received post 31st January.

Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences), as well as applications received after 16th April. These will then be processed post offer date.

- 3.10 All applications received after September, in accordance with the Code 2021, will be processed as mid-term applications.
- 3.11 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.
- 3.12 Waiting lists although will be live to view from 16th April (or next working day). Allocations to school vacancies will be after the late round closes and once all the late applications have been logged and ranked. This is because the waiting lists cannot discriminate between an on-time or late applications.
- 3.13 Waiting lists although will be live to view from 16th 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.

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 must be made from the start of June for the following September.

5. Primary Scheme Timetable (All schools)

For any dates identified below:

- action to be taken by close of business on that date

Applications sent to parents/guardians of children seeking transfer from an infant school to a junior school.

1st September

Closing date for **all** applications (including first time admissions as well as infant to junior transfer)

15th January

Leicestershire sends applications to Leicestershire VA schools

8th February

- Leicestershire VA schools send lists of pupils to be offered places
- Leicestershire applies agreed scheme for own schools
- Leicestershire informs other LAs of offers to be made to out-LA residents
- Other LAs inform Leicestershire of offers to be made to Leicestershire residents

20th March

- Leicestershire schools and other LAs informed by Leicestershire LA of results
- Offers made to parents by Leicestershire LA, including offers to parents living in other LAs

16th April

(or the next working day if 16th April is not a working day)

Deadline for submitting Appeals

16th May (approximate)

Appeals for on-time applications to be heard within 30 school days of the closing date for submitting appeals.

Children admitted to schools at start of Autumn Term

**CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOL
TRANSFERS ENTRY SEPTEMBER 2026**
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 to 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.
- 7.1 On national offer day of **1st March** (or the next working day if the **1st March** is not a working day) Leicestershire LA contacts every resident parent who completed an application to inform them of the outcome of their requests. The late application round will also open from 16th April (or next working day).

- 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 on or before 16th November.

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.

Late applications (received after 31st October but by 16th November) for Leicestershire schools will be processed once all on time applications have been processed and we will aim to issue a decision on National Offer date.

Late applications received post 16th November

Late applications will include requests to amend previously submitted applications, (where for example a new school has been added to the original preferences), as well as applications received after 1st March. These will then be processed post offer date.

- 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.
- 3.12 Applications received from the autumn term will be processed as mid-term applications as detailed in the national Code 2021.
- 3.13 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.
- 3.14 Waiting lists although will be live to view from 1st 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.

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.

Applications forms sent to parents' homes:
1st September

Closing date for applications:
31st October

- Leicestershire LA sends applications for schools in other LAs to those LAs
 - Leicestershire sends application to own admission authority schools
- 23rd November**

- Own authority schools return ranked lists of pupils to be offered places
 - Leicestershire applies agreed scheme for own schools
- 16th January**

- Other LAs inform Leicestershire of offers to be made to Leicestershire residents
- Other LAs informed of Leicestershire decisions

1st February

- Leicestershire schools informed by Leicestershire LA of results
- Decision to parents by Leicestershire LA
- Notifications sent to parents who have not made an application or none of whose preferences could be agreed, with lists of schools with available space, requesting applications

1st March (or next working day)

Closing date for submission of appeals

31st March

Appeals (May onwards)

Children admitted to schools at start of Autumn Term



CO-ORDINATED ADMISSION ARRANGEMENTS FOR MID-TERM TRANSFERS 2026-27 ACADEMIC YEAR

FOR:

- List of Local Authority (LA) Controlled Community Schools see Appendix 1
- List of Own Admitting Authorities - Academies Participating in the LA's Co-ordinated arrangements see Appendix 2
- List of Own Admitting Authorities - Academies that conduct their own Co-ordinated arrangements see Appendix 3

Gurjit Singh Bahra

School Admissions and Pupil Services.

Contents

1.	Introduction	43
2.	Main obligations imposed by the regulations	44
3.	Administration of the LA's Mid-Term Arrangements	44
4.	'Mid-Term Arrangements Timetable (for participating Schools)	46
	Appendix 1: LIST OF MAINTAINED / COMMUNITY SCHOOLS FOLLOWING THIS MID-TERM CO-ORDINATED SCHEME	49
	Appendix 2: LIST OF ACADEMIES PARTICIPATING IN THE LA'S MID-TERM CO-ORDINATED SCHEME	Error! Bookmark not defined.
	Appendix 3: ACADEMIES RUNNING THEIR OWN ARRANGEMENTS	Error! Bookmark not defined.
	ACADEMIES YET TO CONFIRM THEIR ARRANGEMENTS	Error! Bookmark not defined.

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 form by calling 0116 305 6684 (if you cannot print the form), or online at [Apply to move school](#).

Introduction

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.

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.

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.

Main obligations imposed by the regulations

School Admissions Code (September) 2021.

The common application form must allow parents to express a preference for at least 5 Schools, 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 [online application form](#) (see appendices 1 and 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.

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.

Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other local school(s) that participate in this co-ordinated scheme.

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.

The arrangements must continue to ensure that places which become available are reallocated effectively.

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.

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.

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 appendices concerning applying to schools who intend to run their own arrangements.

VA, Academy, or Trust School that have their own arrangements in Leicestershire will need to keep the LA 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.

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.

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.

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.

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.

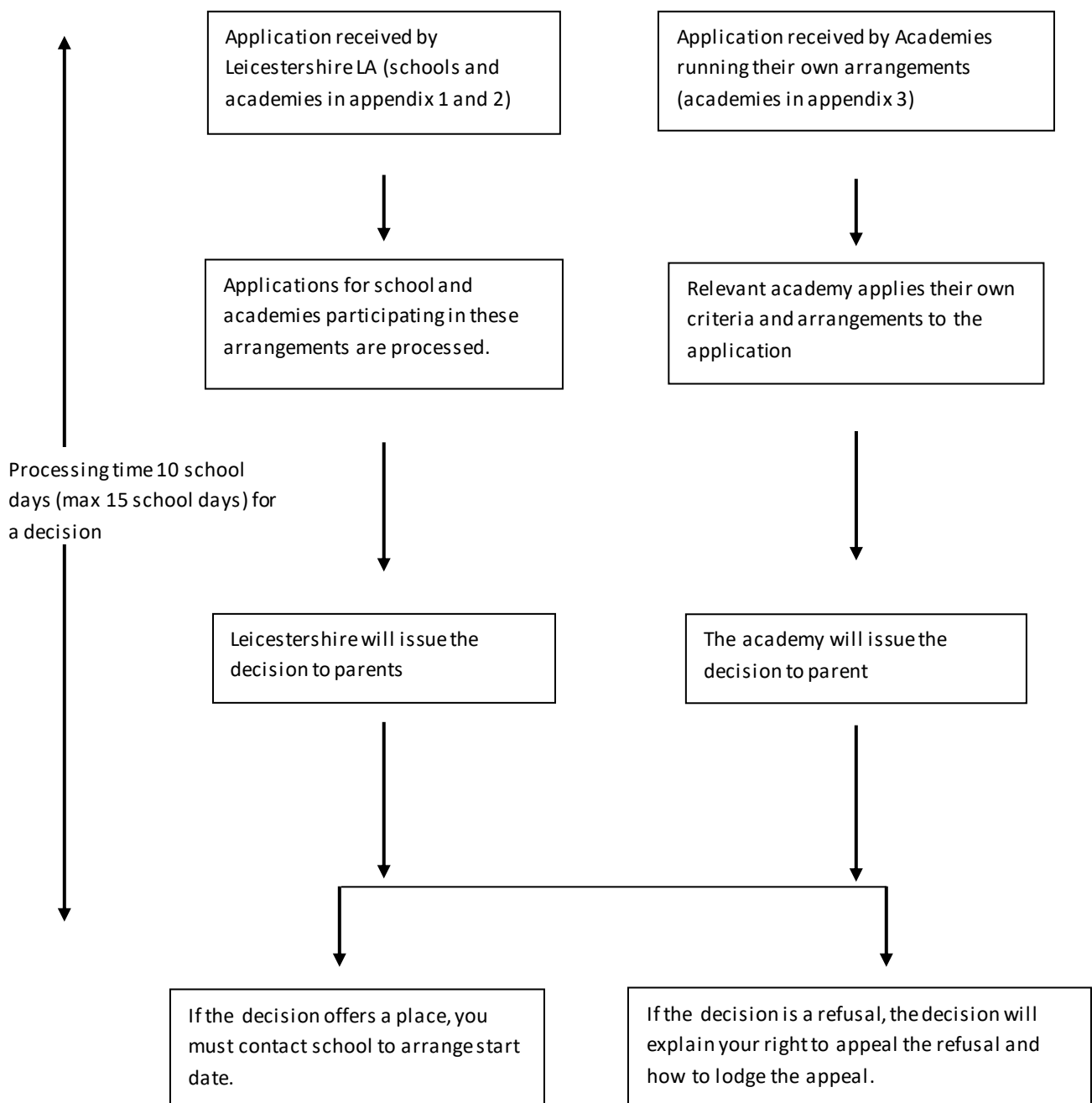
For Year-7 applications received after 1 September 2025 and beyond (in the year of entry) these will be considered as mid-term applications. For schools where Leicestershire is the admitting authority and for those OAA academies participating in these arrangements it will maintain an oversubscription 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.

Mid-term applications for the current academic year will only be considered for a place up to the end of May. Applications received from 1st June will be processed for a place from the new academic year in the autumn term. Exceptions will children without a school place or those new to Leicestershire without a school place.

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: Surname:

Male Female Date of Birth: Tel No:

Address: Mobile No:

Postcode: Email Address:

Current School:

Preferred Start Date:

Parent/Guardian details:

Mr/Mrs/Ms/Miss/Other: Print Name:

Is the pupil looked after or previously looked after by a Local Authority?

Please name the Authority:

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:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

2) Second preference:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

3) Third preference:

Reasons i.e. catchment school, siblings, serious medical, exceptional social/domestic needs (professional documentation required), attach separate sheet if needed.

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

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.

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
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
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.elizabethwoodvilleprimarieschool.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
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

(Please be aware the above list maybe subject to change)