

**LEICESTERSHIRE EDUCATION AUTHORITY
ALLOCATIONS TO SCHOOLS
LEICESTERSHIRE RESIDENTS APPLICATION FORM**

Application No:

Date Logged:

SECTION 1 Pupil details

First name	
Middle name	
Surname	
Date of Birth	
Gender	
Home address	
Postcode	
Current school	
Current school postcode	

Is the pupil "looked after" by a Local Authority? (sometimes referred to as "being in care")	Yes/No
If yes, which Local Authority	
Does the pupil have a Statement of Special Educational Need?	

SECTION 2 Applicant details (i.e. details of responsible adult applying for a school place for a child)

Title	
First name	
Surname	
Address (if different to address in section 1)	
Post code	
Daytime Telephone No	
Email address	
Relationship to pupil (see list)	
Do you have parental responsibility for this child	

SECTION 3 School Preferences (Please see “Your Guide” for information regarding admission policies for Aided and Foundation Schools)

CATCHMENT SCHOOL

The catchment school for the child's address is	
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PLEASE READ THESE NOTES BEFORE COMPLETING THE NEXT SECTION:

- If you fail to name your catchment area school as one of your preferences, then a place may not be available there if your other requests cannot be agreed. This may mean your child having to go to a more distant school with possible transport difficulties.
- According to the LEA's co-ordinated admissions scheme, you can make up to three requests. This includes a request for a place in your catchment area school, any Leicestershire LEA school, any voluntary aided or foundation school or any school within another Education Authority. This does not include private or independent schools. Further details of the scheme are contained in the booklet “Parents Guide to Education in Leicestershire”.
- Information about admissions policies for Aided and Foundation Schools is available from the school and is also contained in the booklet “Parents Guide to Education in Leicestershire” a copy of which can be obtained from your child's school.
- The Leicestershire Education Authority Admissions Policy along with other general information about education in Leicestershire is also contained in the booklet “Parents Guide to Education in Leicestershire”. Further advice can be obtained from the Allocations Section at County Hall (0116 305 6684)
- Please make sure that you rank your preferences in order; where a child qualifies for more than one offer of a place, a place will be offered at the school which was highest up your order of ranking.
- Free transport is only normally provided by the Local Education Authority if the school chosen is the catchment area school, or a nearer school to the home address, and if the distance from home to school is more than two miles for primary age children, or more than three miles for secondary age children. For pupils attending a voluntary aided school, transport is provided free of charge if the choice of school is the nearest CE aided school (for CE children) or the RC aided school (for RC children) designated by the LEA for the child's home address and the distance from home to school is more than three miles for secondary aged pupils and two miles for primary aged pupils. (Farepaying places on buses may be available, but cannot be guaranteed and must be applied for.)
- If you are unsuccessful in your request you may appeal to an independent appeal panel.

1st PREFERENCE SCHOOL

Name of school			
Address			
Please select your main reason for choosing this school: (please tick box)			
Distance (home to preferred school)	<input type="checkbox"/>	Older sibling in school of choice	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	Religion or 'faith'	<input type="checkbox"/>
Catchment area	<input type="checkbox"/>	Feeder/linked school or nursery	<input type="checkbox"/>
Social reasons	<input type="checkbox"/>	Ease of travel (public transport)	<input type="checkbox"/>
Single sex school	<input type="checkbox"/>	Co-educational school	<input type="checkbox"/>
Specialist school	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Use this space to provide any additional information you think the Admission Authority should know about in considering your application for a place at this school.			

Does the pupil that this application relates to have a brother or sister already attending this school?

First name (of sibling)	
Middle name	
Surname	
Date of Birth	
Gender	
Home address	
Postcode	

2nd PREFERENCE SCHOOL

Name of school			
Address			
Please select your main reason for choosing this school: (please tick box)			
Distance (home to preferred school)	<input type="checkbox"/>	Older sibling in school of choice	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	Religion or 'faith'	<input type="checkbox"/>
Catchment area	<input type="checkbox"/>	Feeder/linked school or nursery	<input type="checkbox"/>
Social reasons	<input type="checkbox"/>	Ease of travel (public transport)	<input type="checkbox"/>
Single sex school	<input type="checkbox"/>	Co-educational school	<input type="checkbox"/>
Specialist school	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Use this space to provide any additional information you think the Admission Authority should know about in considering your application for a place at this school.			

Does the pupil that this application relates to have a brother or sister already attending this school?

First name (of sibling)	
Middle name	
Surname	
Date of Birth	
Gender	
Home address	
Postcode	

3rd PREFERENCE SCHOOL

Name of school			
Address			
Please select your main reason for choosing this school: (please tick box)			
Distance (home to preferred school)	<input type="checkbox"/>	Older sibling in school of choice	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	Religion or 'faith'	<input type="checkbox"/>
Catchment area	<input type="checkbox"/>	Feeder/linked school or nursery	<input type="checkbox"/>
Social reasons	<input type="checkbox"/>	Ease of travel (public transport)	<input type="checkbox"/>
Single sex school	<input type="checkbox"/>	Co-educational school	<input type="checkbox"/>
Specialist school	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Use this space to provide any additional information you think the Admission Authority should know about in considering your application for a place at this school.			

Does the pupil that this application relates to have a brother or sister already attending this school?

First name (of sibling)	
Middle name	
Surname	
Date of Birth	
Gender	
Home address	
Postcode	

SECTION 4 Parental Declaration

- I understand that if I am applying for a place in a voluntary aided school by reason of affiliation to that particular religious denomination, it will be necessary to provide additional information, as requested by school, e.g. letter of support from minister/priest, and/or Baptismal certificate.
- I understand that free transport is only normally provided by the Local Education Authority if the school chosen is the catchment area school, or a nearer school to the home address, and if the distance from home to school is more than two miles for primary age children, or more than three miles for secondary age children. For pupils attending a voluntary aided school, transport is provided free of charge if the choice of school is the nearest CE aided school (for CE children) or the RC aided school (for RC children) designated by the LEA for the child's home address and the distance from home to school is more than three miles for secondary aged pupils and two miles for primary aged pupils. (Farepaying places on buses may be available, but cannot be guaranteed and must be applied for – 0116 3057055.)
- I understand that any place at a school other than the catchment area school will be for that stage of education only. A fresh application will be needed if I wish my child to attend a school which is not the catchment area school at the time of transfer to the next stage of education.
- I understand that if the LEA offers my child a place at the catchment area school, but we then move address out of the school's catchment area before he/she starts at the school, then the LEA will withdraw the offer of the place
- The information on this form is correct and I understand that the offer of a place may be withdrawn if this application is based on fraudulent or misleading information.

Signed Parent/Guardian

Date

Please return completed forms to: **ALLOCATIONS SECTION (Room G19),
EDUCATION DEPARTMENT, COUNTY HALL,
GLENFIELD, LEICESTER, LE3 8RF**

① Data Protection Act 1998. The information you supply will be held in a computer database which will be used by Leicestershire Local Education 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 Education Authority's statutory and operational needs in the area of school allocations and associated matters.