



Leicestershire  
County Council



# Your Guide to Primary Education in Leicestershire 2024-2025

For admissions entry September 2024 and mid-term  
transfers during 2024-2025 academic year



## Director's message

### ► Dear Parents and Carers

**Welcome to Your Guide to Primary Education in Leicestershire that relates to school entry for September 2024 and general admission throughout 2024-25. It is important that you read and understand the processes involved in applying for a school place as this will maximise the likelihood of securing your preferred school.**

Leicestershire continues to strive to offer every child one of their preferred schools. For entry September 2023, 95% of parents and carers secured their first preference school with 99% getting one of their preferred schools.

This guide also covers a range of other important areas that parents and carers need to consider, or be aware of, when applying for a school place. The application process for entry from Autumn 2024 opened on 1st June 2023 and closes on 15th January 2024.

Whilst writing I would like to take this opportunity to ask you to consider the following before completing the application process:

- That where possible, you visit school open evenings, visit school websites to familiarise yourself with their admissions policy and how places were allocated under their oversubscription criteria last year;
- How you will get your child to and from school;
- How you maximise your opportunities by applying for up to three schools including your catchment school;
- That the best way to apply is through the website of the Local Authority's that you live in. Doing this will mean you will receive an automatic email receipt once you press the submit button confirming your application has arrived.

For those parents and carers wishing to change their child's(ren's) school part way through an academic year, it is advisable that you check school place availability before applying or withdrawing your child from their current school.

**Please remember to apply by the national closing date of 15th January 2024. Please note, that should your application be submitted after this date, it will be given the lowest priority.**



If you have additional questions you can speak with one of our Customer Service agents on 0116 305 6684.

Finally, I would like to take this opportunity to wish your child every success in their education/career.

Yours sincerely

Jane Moore  
Director of Children and Family Services

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# Useful Definitions

**Academy:** To include free schools, studio schools and academy conversions

**Academy Status:** Academies are publicly funded independent schools

**CC:** Community College(s) are institutions that also cater for adults

**CE:** Church of England

**CFS:** Children and Family Services

**CME:** Children Missing Education

**Community/State School:** Schools under the control of the Local Authority

**Compulsory School Age:** Is the time that a child must receive full time education at school or 'otherwise', starting with statutory school age and ending on statutory school leaving age

**DfE:** Department for Education - [www.gov.uk](http://www.gov.uk) (formerly known as the Department for Children, Schools and Families)

**EHCP:** An Education Health and Care Plan is a legal document following statutory assessment, which sets out the support that is necessary to cater for a child with complex and enduring special educational needs and / or disabilities

**EHE:** Elective Home Education

**EMA:** Education Maintenance Allowance

**FE:** Further Education

**Free Schools:** Free schools are all-ability state funded schools set up in response to parental demand.

**FTA:** First time Admission

**LA:** Local Authority

**LCC:** Leicestershire County Council

**OAA's:** Own Admission Authority

**PME:** Pupils Missing Education

**RC:** Roman Catholic

**SEN / SENCO:** Special Education Needs Co-ordinator

**Statutory School Age:** Is the age when a child must start school

**Statutory School Leaving Age:** Is the date when a child is allowed, by law, to leave secondary school. This is the last Friday in June, of the school year in which a child reaches the age of 16

**VA Status:** Voluntary Aided status - schools that are not under the control of Leicestershire County Council (often controlled by a religious organisation)

**VC Status:** Voluntary Controlled Status - are under the control of Leicestershire County Council (often with a religious influence - some VC schools use the Religious Criterion as part of their admission process)

## Autumn Term:

From when schools open until Christmas Holidays. (generally end of August/start of September until mid-December)

## Spring Term:

From the new year to the Easter holidays. (Generally January until Easter)

## Summer Term:

From after the Easter holidays to the summer holidays. (Schools usually break up/finish mid-July)

## Customer Service Centre

Parents and carers requiring advice and information can contact the Customer Service Centre:

**Tel: 0116 305 6684**

Monday to Thursday 8.30am - 5.00pm and  
Friday 8.30am – 4.30pm

Our trained customer service agents will be pleased to assist with all queries relating to admissions and transfers.



The closing date for FTAs and infant to junior transfers for entry September 2024 is **15th January 2024**.

## ► General Introduction

**The purpose of this booklet is to give parents and carers a detailed explanation about how to apply for a primary education provision in Leicestershire.**

Leicestershire County Council makes sure that, in the county as a whole, there are enough full-time school places for all children from the age of four onwards.

Areas covered in this guide are:

- Pre-school
- How to apply online for a primary school place as a first-time admission
- How to transfer from infant to junior school
- How to apply part way through the academic year across any primary age group (also known as a 'mid-term' transfer)
- How to appeal if your application is refused

Leicestershire County Council has only one nursery school. All other nurseries are independent, even those that occupy sites close to, or on school sites. Admission to all nurseries is by application direct to the nursery.

First-time Admissions (FTAs) for all children are from the Autumn Term after the child has turned four years old. Admission to mainstream school is by application to the Local Authority (LA) in which you live.



**Apply Online**

[www.leicestershire.gov.uk/admissions](https://www.leicestershire.gov.uk/admissions)



## ► Early Education

**In Leicestershire, our aim is for all young children to benefit from accessing their Free Early Education Entitlement (FEEE) in a high-quality early years provision.**

Accessing high quality early years provision supports children to be 'school ready'. We want our young children to experience early years care that offers a safe and nurturing environment and enables them to be physically healthy, mentally alert, emotionally secure, socially competent and able to learn.

- School readiness
- Find a childcare provider
- SEND support



Leicestershire Family Information Directory is a free impartial service that can help you choose the right kind of place for your child and provide you with the contact details of settings in your area. For more information, contact them on **0116 305 6545**.

Find out more about Free Early Education Entitlement

Check if you are eligible for any support with childcare costs visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)



### **Funded childcare places:**

All three and four-year olds in England are entitled to 570 hours of funded childcare. This is usually taken as a maximum of 15 hours a week over 38 weeks of the year but can be taken as fewer hours over more weeks. Some two-year olds are also eligible.

### **When your child is eligible:**

You can start claiming your funded places in the period after your child turns three (or the period after your child turns two if they are eligible). The date you can claim will depend on when their birthday is.

### **Additional funding:**

Your provider may be entitled to further funding to support your child's learning. This is called Early Years Pupil Premium. Children who are in receipt of Disability Living Allowance (DLA) and accessing their three and four-year old funding (including the extended entitlement) will be eligible for the Disability Access Fund (DAF).

### **30 hours funded childcare:**

The extended entitlement is intended to support working parents with the cost of childcare and enable them to return to work or to work additional hours. Working parents who meet the criteria can get 30 hours per week (for up to 38 weeks per year, a total of 1140 hours) of funded childcare.

If at any stage you need to talk to someone about any aspect of a transfer process you can either contact your current school or School Admissions Service on: **0116 305 6684.**

## ► Who do I apply to for a school place?

**The majority of schools in Leicestershire are no longer under the control of the Local Authority. They are, as academies, their own admitting authorities.**

Leicestershire is now only responsible for about 84 community primary schools. The remaining 188 are all their own admitting authorities.

All applications however should be made online through the LA.

For community schools the admissions criteria used is on page 13. For all others please see the particular school's admission criteria on the school's website.

### ONLINE RESOURCES

You must apply for the school you wish your child to attend, this includes your catchment area school. Use our online search tool to help you find a school near you:

► Find a school



### KEY POINTS



There is no automatic entry to your local school. You are required to complete an admission application



To ensure that you are making the right preference for your child it is strongly recommended that you contact the school to arrange a visit before making an application



All applications are considered in accordance with the published admissions criteria of the admitting authority



On time applications will always be dealt with first



National offer date for all first-time admissions and infant-junior admissions is: 16th April 2024 (or next available working day)



Leicestershire County Council operates an ONLINE application system that we advise you use [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)



Closing date for return of all FTA applications and infant to junior transfers is: 15th January 2024



There are Leicestershire schools that have moved away from the Local Authority admissions policy and criteria, therefore, parents are strongly advised to check the school's own policy



“ The law states that every child of compulsory school age must receive a full-time education suitable to their age, ability, aptitude and any special needs he or she may have. ”

## ► Starting School

In Leicestershire, primary and infant schools will offer a school place to a child who is four years of age from the Autumn term, following their fourth birthday. However, statutory school age is from the first term after your child's fifth birthday.

### Elective Home Education

Most parents fulfil this legal responsibility by sending their children to school, but a small number of parents educate their children at home. This is known as Elective Home Education. Whilst it is a legal option, it is not a decision to be taken lightly. Education in this way makes demands on a family's time and patience, as well as their finances: all cost for materials, trips and social contact must be borne by the family. For further information and advice on Elective Home Education, please email [inclusionpupilsupport@leics.gov.uk](mailto:inclusionpupilsupport@leics.gov.uk) or telephone **0116 305 2071**.

### How is primary sector schooling organised?

There are three different types of schools in the primary sector

Infant Schools	Reception to Year 2
Junior Schools	Year 3 to Year 6
Primary Schools	Reception to Year 6

### Deferred or part-time starts

When a child's parents are notified of the allocation of a primary school place, they have the right to deferment of the child's admission to later in the school year (start of the Summer term), or until the start of the term following their fifth birthday in that year i.e. compulsory school age.

If the place is not taken up a parent must then reapply for a place in Year 1.

Similarly, parents may wish to start their child on a part-time basis until compulsory school age. This is normally agreed directly with the school concerned.

If the place is not taken up on a full-time basis following compulsory school age, the place may be withdrawn and offered to another child.



### Delayed start, early transfers or starts, and remaining on in the same year requests

Parents of Summer born children may request delayed entry for their child to start school in the year below their actual chronological year. There is a formal process to consider such requests and parents would be expected to provide evidence (supporting documentation from lead professionals where possible) to show that admission to Reception in the following academic year is in the child's best interests. This will then be taken into consideration by a panel of professionals. This process only applies to community schools under the control of the LA. For all OAA's you must approach the school you are requesting delayed entry directly.

The process parents must follow when requesting delayed entry is to request it when applying for admission into their normal age group.

Parents will still be required to make an application for their child's admission to their normal age group at the usual time and attend open days or taster days; in case the request for a delayed start is refused.

It is important parents understand that if the request is agreed, it does NOT guarantee a place a year later, it only means that parents will be allowed to apply a year later for a place. If unsuccessful, parents' statutory right to appeal against the refusal of a place at a school does not apply if they are offered a place at the school, but it is not their preferred age group.

### KEY AREAS CONSIDERED BEFORE A DECISION IS MADE MAY BE:

- ▶ **Medical i.e. significantly premature, or have missed a significant proportion of the school year due to medical illness**
- ▶ **Psychological (Social) i.e. a recognised diagnosed disorder**
- ▶ **Physical i.e. a diagnosed disorder/disability**

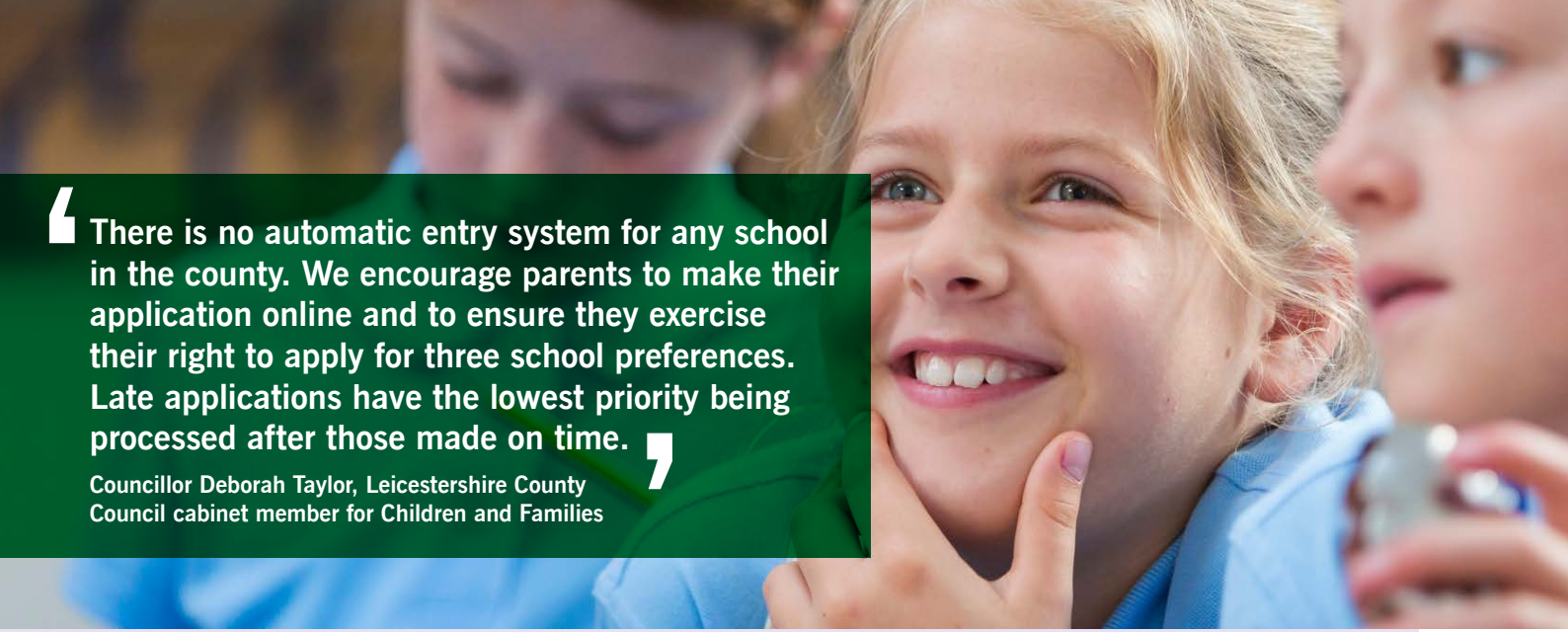
(This is not an exhaustive list or set of criteria)

Where parents wish to seek advanced transfers or accelerated starts (i.e. gifted and talented) or wish to repeat the year, the decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned upon application.



**Apply Online**

[www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)



There is no automatic entry system for any school in the county. We encourage parents to make their application online and to ensure they exercise their right to apply for three school preferences. Late applications have the lowest priority being processed after those made on time.

Councillor Deborah Taylor, Leicestershire County Council cabinet member for Children and Families

FTA school applications and Infant-to-Junior applications open – **1st September**. FTA and Infant-to-Junior school applications close – **15th January**. Offer day - **16th April**

## ► First-time Admissions Applications and Infant to Junior Transfers

### Co-ordination of First-time admission and Infant to Junior transfers entry September 2024:

There is a requirement for all schools in Leicestershire to co-ordinate school admissions for First-time Admission and Infant-Junior transfer through the Local Authority.

We always encourage parents to include their catchment area school as one of their preferences.

An application for a First-time Admissions to either a Primary or Infant school or from infant to Junior school must be made to the LA where you live, e.g. if you live within Leicester City, you must complete their application form. This is also the case if you wish to apply for a school in Leicestershire.

Things to consider before applying:

- Each school caters as far as possible for the needs of the families in its neighbourhood;
- Make sure you apply for three school preferences to maximise your opportunity of securing a school of your preference;
- Visit schools when the pupils are there if you can and read the school's brochure or prospectus or look at their website;
- Take into account your child's wishes;
- Do not rely purely on someone else's opinion or experience;
- There is no guarantee of securing a place at your catchment school even if you apply on time.

If you do not name your catchment area school as one of your three preferred schools, a place will not be given automatically should your other preferences be unsuccessful. Information about admissions policies for Voluntary Aided, Academies, and Free Schools is available direct from the school and is also contained later in this guide.

### Additional Information:

For Voluntary Aided Faith schools you may be required to complete the school's supplementary form direct to the school.

If the LA is unable to offer a place at one of your preferences then you will be automatically agreed a place at the next nearest school with space to your home address

**Late applications** will have the lowest priority, see page 12 for more information.

### Applying online

You are encouraged to apply online at:

**[www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)**

**IMPORTANT NOTE:** For First-time Admissions and Infant to Junior Transfers you must apply by 15th January 2024, it is also important that you write down your username and password when applying online, as you will need these to amend or access your decision online on the 16th April 2024. If you cannot remember your details, you will not be able to view the decision online. For help registering your details on our portal please see our **online guide**.

# 7,169 Applications

For First-time Admissions to Infant and Primary School Places for September 2023

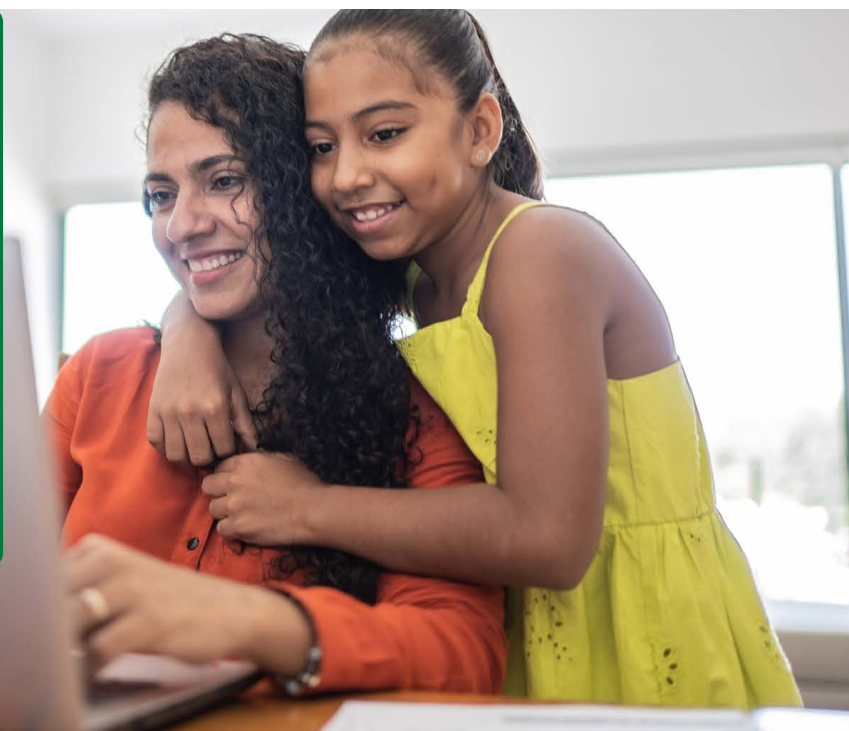
95%

Secured their

**First Choice**

99%

Secured One of their Top Three Choices



## ► How will I Receive my Offer of a School Place?

If you have applied online you will get an email confirming that your offer of a school place is ready to be viewed online the same day decisions are released on 16th April 2024. You can then log in with your username and password for an instant result. If your application is turned down you will get an online response and a letter in the post.

If you have applied via a paper application form, your offer of a school place will be posted out to you from 16th April 2024. You should allow five working days for receipt of your letter. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.



**Note: If the national offer date falls at a weekend or bank holiday, you will be notified the next working day.**

If you want to find out more about what happens on offer date visit our website:  
[www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

**APPLIED ONLINE?** Login to your online account on the portal to view the decision.

**APPLIED BY POST?** Your offer will be sent out by post on offer day. Please allow up to five days to receive the letter.

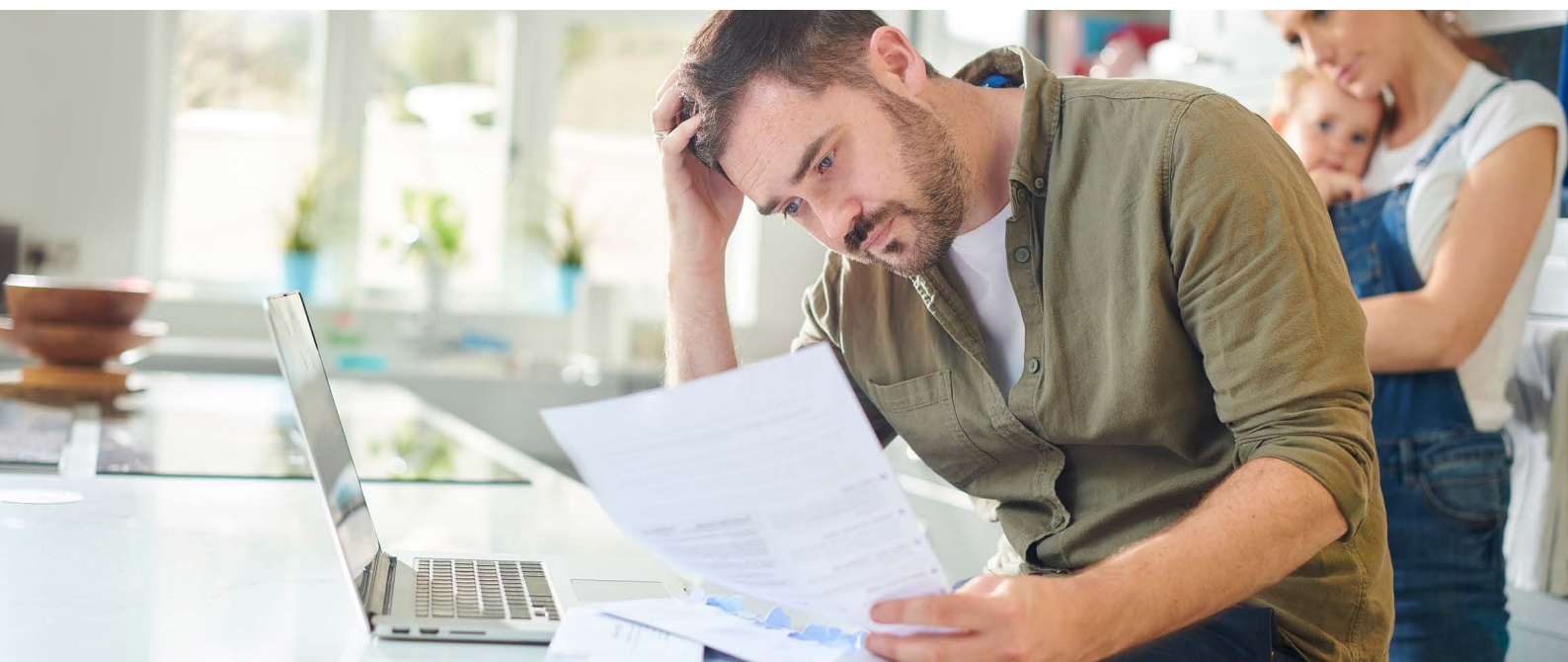
You will receive an offer of one place only. This will be the school highest on your order of priority where there are places available.

We will aim to offer you your highest ranked school in order of priority. The LA will also work in co-ordination with other admission authorities where you may have applied for a school place, e.g. Voluntary Aided schools and schools within other local authorities, to finalise which place will be offered. If we cannot agree to any of your preferences, you will be informed of schools that still have spaces and invited to apply for one or more of them.



**Apply Online**

[www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)



## ► What Happens if my Application is Late?

### Late applications

Applications received after the closing date (15th January) and before the offer date (16th April 2024), without proof that the lateness of the application was beyond your control, will receive the lowest priority, and be classed as late.

Applications received after the offer date will also be considered as late.

If you have applied after the closing date, this includes having applied on time but have a change in circumstances, e.g. house move, you may not receive a decision on 16th April 2024. This is because the application may need to be re-assessed.

If the lateness of your application is owing to the family returning from abroad, then the application must be made within a reasonable time of arrival back in the UK.

### What happens if I am refused my school choices?

- You will automatically be added to an **Oversubscription (waiting) List (OSL)**;
- You will have the right to appeal the decision – please see page 17;
- You may also contact us to find out about alternative schools that have spaces.

### Oversubscription waiting list (OSL)

The OSL ranks children in admission criteria order. If a place becomes available, the child at the top of the list will be offered the place.

The LA will maintain the OSL for the Autumn term only for the following year groups only:

- **Reception (Community schools)**
- **Year 3 (Community junior schools)**

VA, Trust, Academies and Free Schools maintain their own OSL, however some may opt for the LA to maintain their list (you will need to contact these schools directly to inquire where your child is on their OSL).

### How is the OSL operated?

Application to go on the OSL is automatic when a child is refused a place in school. If a place becomes available, it will be offered to the pupil who is at the top of the list.

The OSL is a dynamic list in that names may move up or down if a new application received has a higher priority than yours as applications cannot be penalised for being late on the OSL.

If you wish to know where your child is on the OSL, please follow the link in your refusal letter.



## ► Local Authority's Admissions Criteria

**Priority criteria for entry Autumn 2024 and mid-term applications during 2024/2025 academic year to community schools and those academies that have adopted the criteria.**

### IMPORTANT!



**Academies are free to set their own admissions policies. Please check the academy's own website for their admissions criteria.**

All community schools and some academies will follow the LA criteria to the right of this page.

For all children whose Education Health and Care Plan (EHCP) names a school they must be admitted regardless of the criteria below.

If there are too many requests for community schools, priority will be given to children whose parents applied on time, in the following order:

### ADMISSIONS CRITERIA entry from 2024 and Mid Terms from 2023

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

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

The complete version of Leicestershire's admission policy is available on the website [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions) or from the School Admissions Service.

## Notes:

- i. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school;

Previously looked after children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangements order, or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

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

- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.
- iii. The term "brother or sister" includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.
- iv. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence (This is dependent on documentary evidence by a Lead Professional)
- A child for who transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year.)

Each case will be assessed on its individual merits.

- v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.
- vi. For criterion 6, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Synergy Mapping Tool). Where there is equal distance then lots will be drawn, supervised by an independent officer (see section 8).

## Tiebreaker

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



## ► Mid-term Transfers, Applying for a School Place at other Times

For Leicestershire residents, applications should be made using the LA's mid-term application form, available online at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions) or by completing a paper version which is available from the School Admissions Service. You can request an application form by calling 0116 305 6684.

Leicestershire County Council as required by the School Admissions Code operates an equal preferencing processing system. This means to maximize your opportunity to secure a school of your preference, you should apply for three schools ranked in order of preference. Where we have more applications than places the school's criteria is applied, we try to secure you all three schools and if we can offer you one or all three of your preferences the system offers you the highest ranking school. If we cannot secure you any of your preference(s) the system will auto-allocate you the next nearest school to your home address with space.

To accelerate the processing of your form when applying for a Voluntary Aided Faith school it is advisable you also complete the school's supplementary form and submit this direct to the school you wish to apply for (a paper version is available from the school).

If you are unsuccessful you have the right to appeal. You appeal to the admitting authority responsible for the school.

While a mid-term application is being processed you must ensure your child continues attending their current school, unless this is physically impossible (e.g. move from Cornwall).

For more information regarding mid-term transfers, please see [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions).

If you have a query about the catchment school for your particular area, please contact our Customer Service Centre on 0116 305 6684.

### When moving areas

For schools under the LA's control, requests for incatchment movement will only be agreed if there are spaces available, or the conditions of Local Authority's Admissions Policy are met.

To enable the admitting authority to overfill the local school on the basis of taking up residency in the catchment area where there is no other school within a reasonable distance, the parent/carer must have applied for the catchment school within 90 (calendar) days of the date the family moved into the school's catchment area (mid-term conditions proof of residency must be met).

Own admissions authority schools may differ

**The LA will aim to process all mid-term transfer applications within 15 school days wherever possible and will write to you to inform you of the outcome of your application. If you are successful we will write to you to advise you of what steps to take next.**



## ► Things to Consider before Changing your Child's School

It is important that you discuss the move with your child's current school before completing an application form. In certain instances, it may not be in the best interests of your child to change schools.

If your child has difficulties with staff or other pupils, or if your relationship with the school or another parent has broken down, the solution may not be to change your child's school. It is advised that you talk about the issues with the current school before you decide to change your child's school.



**IMPORTANT** To avoid disappointment of securing a local school when moving house, you can check availability of school spaces by contacting the School Admissions Services (tel: 0116 305 6684).

### IMPORTANT CONSIDERATIONS



How you will get your child to the new school



The negative impact in preparing for examinations for your child in Year 2 and Year 6



The current school may have built in extra support and good working relationships with your child that could be lost if you move your child



The general disruption and lack of continuity of learning may result in your child finding it difficult to catch up



The loss of friendship groups which especially affects younger children



Always check schools' admissions policies on their websites



Always check availability of places before leaving the current school



## ► If you Have been Refused a School Place you Have the Right to Appeal

**For community and voluntary controlled schools Leicestershire's school Appeals Service will run the appeal, this is also the case for most academies.**

For some academies and faith schools you must check their website to see who you need to lodge your appeal with.

### **If you decide to appeal:**

- You must have applied and been refused a school place before you can appeal;
- The best way to appeal is using our online appeal form;
- These must be returned by the closing date to the County Solicitor. The County Solicitor will let you know when the appeal will be heard;
- You may attend the appeal hearing yourself, or with a friend if you wish. You may ask a representative to speak for you, or you can send a written statement;
- Your case will be considered by the Independent Appeals Panel which is independent of the Children and Family Services.

For some own admitting authority schools, you will have to lodge your appeal directly with the school, see school website for more details.

If your appeal is part of the first-time admissions round it will be heard within 40 school days from the date lodged. All mid-term appeals will be heard within 30 school days of being lodged.

The appeal will be heard in front of an Independent Appeal Panel, one of which will have had an education background. All panel members are volunteers, are trained and will have no connection with the school, the parent or the LA. Their decisions are binding on all parties, and a full explanation of their considerations will be provided to parents in most instances five days following the last appeal heard on the day.

You are allowed to bring along a relative or friend to help and support you on the day of the hearing.

### **NOTE:**

**Second appeals in the same academic year will not be allowed unless there has been a significant change in your circumstances, e.g. a house move. In appeals for places in infant classes that already have 30 children, the independent appeal panel can only allow the parent's appeal under very limited conditions.**

**Appeals Webpage**

[Click here](#)





## ► As a Parent - What you can do to Support your Child in School

There are many ways to help support your child in school:

- ✓ Support your child's school by signing the home/school agreement;
- ✓ Read the prospectus, annual Governors' reports and regular newsletters to keep fully informed about what is happening in school;
- ✓ Attend parents' evenings and curriculum workshops wherever possible in order to support your child's learning;
- ✓ Support school activities such as class assemblies, sports day and concerts;
- ✓ Support your child's learning at home and, as they get older, provide a quiet space for homework;
- ✓ If you have time, offer help with a variety of activities, such as cookery, educational visits and swimming;
- ✓ If available, support the Parents' Association;
- ✓ Consider standing as a Parent Governor and becoming involved in the management of the school;
- ✓ Vote in the election of Parent Governors and support the candidate with your views;
- ✓ Make every effort to get to know the Headteacher and staff so that you feel comfortable in airing your views or concerns;
- ✓ Try to work harmoniously with the school as your child will benefit from close collaboration between home and school.

### Secondary Education

For detailed information about secondary schooling in Leicestershire, there is a similar guide called 'Your Guide to Secondary Education' which can be found online at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions).

### School Clothing

The school Governors decide what to recommend as school dress. This is stated in each school brochure or prospectus. **There is no clothing allowance scheme.**

# Key Services and Contacts

## Key Services

**Special Educational Needs Assessment Service (SENA)** [www.leicestershire.gov.uk/special-educational-needs-assessment](http://www.leicestershire.gov.uk/special-educational-needs-assessment)

**School Transport**  
[www.leicestershire.gov.uk/education-and-children/school-transport](http://www.leicestershire.gov.uk/education-and-children/school-transport)

**Choose How You Move**  
[www.choosehowyoumove.co.uk/schools](http://www.choosehowyoumove.co.uk/schools)

**Beyond Bullying**  
[www.beyondbullying.com](http://www.beyondbullying.com)

**Family Information Directory (FID)**  
[www.leicestershire.gov.uk/family-information-directory](http://www.leicestershire.gov.uk/family-information-directory)

## Key Contacts

- **Adult Learning**  
Tel: 0116 305 6387  
Email: [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/golearn](http://www.leicestershire.gov.uk/golearn)
- **Beaumanor Hall & Park (Outdoor Education and Conference Service)**  
Tel: 01509 890 119  
Email: [beaumanor.hall@leics.gov.uk](mailto:beaumanor.hall@leics.gov.uk)  
Web: [www.beaumanorhall.co.uk](http://www.beaumanorhall.co.uk)
- **Child Employment (13-16 year olds)**  
Tel: 0116 305 6597 / 0116 305 6544 / 0116 3057820  
Email: [childemployment@leics.gov.uk](mailto:childemployment@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/child-employment](http://www.leicestershire.gov.uk/child-employment)
- **Court Team**  
Tel: 0116 305 6743  
Email: [pupilservicescourteam@leics.gov.uk](mailto:pupilservicescourteam@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/school-attendance](http://www.leicestershire.gov.uk/school-attendance)
- **Diocese of Leicester – Church of England**  
Tel: 0116 261 5350  
Email: [communications@leicestercofe.org](mailto:communications@leicestercofe.org)  
Web: [www.leicester.anglican.org/](http://www.leicester.anglican.org/)
- **Diocese of Nottingham – Catholic**  
Tel: 01332 293833 Ext 220  
Email: [neil.weightman@nottingham-des.org.uk](mailto:neil.weightman@nottingham-des.org.uk)

- **Early Years Inclusion and Childcare Service**  
Tel: 0116 305 7136  
Email: [childcare@leics.gov.uk](mailto:childcare@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/early-years-and-childcare](http://www.leicestershire.gov.uk/early-years-and-childcare)
- **Education Quality**  
Tel: 0116 305 6445  
Email: [childrensservices@leics.gov.uk](mailto:childrensservices@leics.gov.uk)
- **Elective Home Education**  
Tel: 0116 305 2071  
Email: [homeeducation@leics.gov.uk](mailto:homeeducation@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education)
- **Family Learning**  
Tel: 0116 305 6500  
Email: [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/golearn](http://www.leicestershire.gov.uk/golearn)
- **First Response Children's Duty Team**  
Tel: 0116 305 0005  
Email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Web: [www.lrsb.org.uk/childreport](http://www.lrsb.org.uk/childreport)
- **Free School Meals**  
Tel: 0116 305 5417  
Email: [freeschoolmeals@leics.gov.uk](mailto:freeschoolmeals@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/free-school-meals](http://www.leicestershire.gov.uk/free-school-meals)
- **Governor Development Service**  
Tel: 0116 305 6503  
Email: [governors@leics.gov.uk](mailto:governors@leics.gov.uk)  
Web: [www.leicestershiretradedservices.org.uk/Services/3133](http://www.leicestershiretradedservices.org.uk/Services/3133)
- **Leicester-Shire Schools Music Service**  
Tel: 0116 305 0400  
Email: [music@leics.gov.uk](mailto:music@leics.gov.uk)  
Web: [www.leicestershiremusic.org](http://www.leicestershiremusic.org)
- **Multi Agency Traveller Unit (MATU)**  
Tel: 0116 305 8156  
Email: [Multi.AgencyTravellersUnit@leics.gov.uk](mailto:Multi.AgencyTravellersUnit@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/gypsy-and-traveller-services](http://www.leicestershire.gov.uk/gypsy-and-traveller-services)
- **Ofsted Reports**  
Tel: 0300 123 4234  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Web: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

- **Pupil Exclusions**  
Tel: 0116 305 2071 / 0116 305 6597  
Email: [exclusions@leics.gov.uk](mailto:exclusions@leics.gov.uk)
- **Psychology Service**  
Tel: 0116 305 5100  
Email: [psychology@leics.gov.uk](mailto:psychology@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/educational-psychology-service](http://www.leicestershire.gov.uk/educational-psychology-service)
- **Specialist Teaching Service**  
Tel: 0116 305 9400  
Email: [STS@leics.gov.uk](mailto:STS@leics.gov.uk)  
Web: <https://resources.leicestershire.gov.uk/specialist-teaching-services>
- **Youth Service**  
Tel: 0116 305 7960  
Email: [earlyhelp@leics.gov.uk](mailto:earlyhelp@leics.gov.uk)  
Web: [www.turning-point.co.uk](http://www.turning-point.co.uk)



# Key Dates

## Primary and Infant first-time admissions (FTA) and Infant to Junior transfers entry 2024:

### 1st June 2023:

The application process as an FTA to a Primary or Infant school begins for Autumn 2024.

### 1st September 2023:

Letters sent out to parents inviting them to apply to Junior school for entry Autumn 2024.

### 15th January 2024:

Closing date for submission of applications for both FTAs to Primary and Infant schools, and to infant to Junior transfers.

### 16th April 2024 (or next working day):

National offer day for FTAs to Primary and Infant schools, and to infant to Junior transfers. If you have applied on line you will be able to see your outcome shortly after midnight. If you applied on paper, you will receive a letter in a day or two.

For FTAs and Year 3 Junior transfers over-subscription (waiting) lists will operate where schools are full until 31st December 2023 after which most are dissolved.

### Mid May 2024:

Closing date for submissions of appeals, see LA website for exact date.

### 31st December 2023:

Over subscription lists for FTA and transfers to Years 7 for 2022/23 school year close.

## Term times for Academic Year 2024-2025 Community schools only

(Please see individual academy website for their term time dates.)

### Term dates 2024/25

Autumn Term	
August Bank Holiday:	Monday 26 August 2024
Schools open:	Tuesday 27 August 2024
Half term break:	Monday 21 to Friday 25 October 2024
Schools close:	Friday 20 December 2024
Spring Term	
Schools open:	Monday 6 January 2025
Half term break:	Monday 17 to Friday 21 February 2025
Schools close:	Friday 11 April 2025
Summer Term	
Schools open:	Monday 28 April 2025
May Day Bank Holiday:	Monday 5 May 2025
Half term break:	Monday 26 to Friday 30 May 2025
Schools close:	Tuesday 8 July 2025

### Inset / Teacher training days 2024/2025

Staff will have an additional 5 Inset/Training days that the school must determine.

## Other Useful Information

### Inclusion Service

The Inclusion Service is the single channel for schools and other agencies to contact when they have concerns around learners presenting with:

- Children Missing Education
- Pupils Missing Out on Education
- Children with Medical Needs
- Elective Home Education
- Children with Medical Needs
- Learners at risk of exclusion
- Learners who have emerging SEND needs

### For Further Information

**Inclusion Service, G20 County Hall,  
Glenfield, Leicester. LE3 8RF,**

**Email: [inclusionpupilsupport@leics.gov.uk](mailto:inclusionpupilsupport@leics.gov.uk)**

Telephone: 0116 305 2071

### What is Fair Access?

The Fair Access Protocol is to ensure that outside the normal admission round, unplaced children, especially the most vulnerable, are offered a place at a suitable school that can best support the child's needs.

Leicestershire's Primary Fair Access Protocol is administered by lead members from School Admissions and Pupil Services, Education Quality and Inclusion service and Oakfield Short Stay School.

Where a child is considered under the Fair Access Protocol, there is no duty for a Local Authority or Admissions Authority to comply with parental preference when allocating places through the Fair Access Protocol.

### Pupil Services Court Team

The Pupil Services Court Team have statutory powers to take legal action and, where appropriate, prosecute parents and carers if they fail to ensure that their child receives a suitable education.

For further information email

Telephone: 0116 305 6743

Email: [pupilservicescourtteam@leics.gov.uk](mailto:pupilservicescourtteam@leics.gov.uk)

### Information and Guidance from the DfE On School Admissions and Applications from Overseas Children In light of Brexit

The DfE have announced a couple of website updates they have just made, partly as a result of Brexit.

On the first site, [www.gov.uk/guidance/schools-admissions-applications-from-overseas-children](http://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children), shows updated information for schools and local authorities on the rights of foreign national children, within the UK, to an English school place. This takes account of the post-Brexit immigration system.

The DfE have uploaded onto this site new, non-statutory, guidelines for LAs and schools on processing applications made from families living in another country who are returning to an English LA. This sets out how schools and LAs should process such applications.

The DfE have also updated the guidance for parents on applying for a school to include basic information for parents on the choices they can make (i.e. to cater for those who are returning from the EEA who might not be fully up to speed with the English schools system), links across to the devolved administrations' sites for those returning to Scotland, Wales or Northern Ireland, and more information on the in-year admissions process [www.gov.uk/schools-admissions](http://www.gov.uk/schools-admissions).

### School Complaints

If you have an issue with your child's school, you should contact the school and ask for a copy of their complaints procedure and follow it. If you're still not satisfied after going through all the steps in the complaints procedure, you can contact the Education, Skills & Funding Agency or the Department of Education. For both see **GOV.UK** for more information.

# ► Contact Details of other Local Authorities Surrounding the Leicestershire Borders:

**Leicester City: 0116 454 1009**

[www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/)

email  
[admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

**Rutland: 01572 722 577**

[www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/](http://www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/)

email  
[admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

**Coventry City: 0247 7697 5445**

[www.coventry.gov.uk/schooladmissions](http://www.coventry.gov.uk/schooladmissions)

email  
[secondaryadmissions@coventry.gov.uk](mailto:secondaryadmissions@coventry.gov.uk)

email  
[primaryadmissions@coventry.gov.uk](mailto:primaryadmissions@coventry.gov.uk)

**Nottingham City: 0115 841 5568**

[www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions)

email  
[schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

**Nottinghamshire: 0115 982 3823**

[www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions)

**Derby City: 01332 642727**

[www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/](http://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/)

email  
[admissions@derby.gov.uk](mailto:admissions@derby.gov.uk)

**Derbyshire: 01629 537 479**

[www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

email  
[admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

**Staffordshire: 0300 111 8007**

[www.staffordshire.gov.uk/Education/home.aspx](http://www.staffordshire.gov.uk/Education/home.aspx)

email  
[admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

**Lincolnshire: 01522 782 030**

[www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions)

email  
[schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

**Warwickshire: 01926 410 410**

[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

email  
[admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

**North Northamptonshire:**  
**0300 126 3000**

**West Northamptonshire:**  
**0300 126 7000**

If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your language, please contact **0116 305 6684**, minicom: **0116 305 6048** or email: **[admissions@leics.gov.uk](mailto:admissions@leics.gov.uk)**



Children and Family Services, County Hall, Glenfield, Leicestershire LE3 8RF  
Further details available on our website:

**[www.leicestershire.gov.uk/education-and-children](http://www.leicestershire.gov.uk/education-and-children)**