



Your Guide to Primary Education in Leicestershire

2026-2027

For admissions entry September 2026 and mid-term
transfers during 2026-2027 academic year



Director's Message

► Dear Parent/Carer

Welcome to Leicestershire's Your Guide to Primary Education. This is an invaluable guide for parents and carers who have children turning 4 years old by 31st August 2026 and who will be starting school in reception class from the start of the 2026 autumn term, as well as those who have children transferring from an infant to a junior school.

I am pleased to say that for 2025 entry, 95.07% of families secured their first preference school, and 99.5% secured one of their preferred schools for a place in reception class, whilst 99% secured their first preference junior school.

To maximise your opportunities of securing a school you wish your child to attend, you are advised to apply for 5 school preferences.

Other useful areas of advice that this guide covers:

- It is recommended to apply online for 5 school preferences;
- Attend school open days and ask how school places are allocated;
- Once you have selected your preferences, carefully order them with your top preference first etc, then check the order before submitting your online application;
- The application round opens on 1st September and closes on 15th January (national closing day);
- Late applications will have the lowest priority;
- Children who may have additional needs (including those undergoing an Education and Health Care Needs Assessment) should still apply;
- All decisions are released on national offer day 16th April (or next working day). Make sure you know your password for the parent portal.

This guide also explains the implications to families changing schools during an academic year. Please see the Mid-term Transfers section (page 15).

If you are refused a school place following an application(s), parents and carers have the right of appeal.

These useful websites can support you with your child's application and learning:

- www.leicestershire.gov.uk/school-readiness
- www.bbc.co.uk/tiny-happy-people
- www.nhs.uk/start-for-life/early-learning-development/

If you have any additional questions, please contact us through the [admissions contact form](#).

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

Jane Moore

Director of Children and Family Services



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Useful Definitions

Academy: A school which receives funding directly from the government and is run by an academy trust

Admitting Authorities: The body responsible for setting and applying a schools admission arrangements and determines the policy and criteria for admitting new pupils to a school

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 age when a child must start school. www.gov.uk/schools-admissions/school-starting-age

DfE: The Department for Education is responsible for education policies and funding, including children's services, schools, higher and further education, apprenticeships, and skills

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: State-funded, non-fee-paying schools that are independent from local authorities

FTA: First time Admission

LA: Local Authority

LCC: Leicestershire County Council

OAA's: Own Admission Authority

PME: Pupils Missing Education

RC: Roman Catholic

SEND: Special Educational Needs and Disability: Children or young people who have learning difficulties or disabilities that require extra support to learn effectively

SENCO: Special Educational Needs Co-ordinator

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 Schools are religious or faith schools. The governing body of these schools employs the staff and sets the entrance criteria.

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)



The closing date for FTAs and infant to junior transfers for entry September 2026 is **15th January 2026**.



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
Parent Portal for school applications



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.

Children are strongly encouraged to attend early years provision (childminder/nursery/pre-school) and take up their Free Early Education Entitlement (FEEE) so that they can gain the learning and wellbeing benefits of early education.



School readiness



SEND support



Find a funded registered childcare provider

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



Funded childcare places:

Don't forget that your child is entitled to free early education funding. This is up to 570 hours of funded childcare for all three and four-year old children (and some 2-year olds if they are eligible).

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. This entitlement is for parents who have children from 9 months to 4-year-olds.

To see if you are eligible please visit www.childcarechoices.gov.uk

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.

When your child is eligible:

You can start claiming your funded places the period after your child turns three or the period after your child reaches the relevant age. The date you can claim depends on when their birthday is.

For further information please visit our website.

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 FEEE funding (including the extended entitlement) will be eligible for the Disability Access Fund (DAF).

If at any stage you need to talk to someone about any aspect of a school application you can either contact your current school or School Admissions Service:

Admissions Contact Form

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 a third of community primary schools. The remaining schools 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 Day for all first time admissions and infant-junior admissions is: 16th April 2026 (or next available working day)



Leicestershire County Council operates an **ONLINE** application system that we advise you use www.leicestershire.gov.uk/admissions



Closing date for return of all FTA applications and infant to junior transfers is: 15th January 2026



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.



Apply Online

www.leicestershire.gov.uk/admissions
[Apply for a school place video](#)

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 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

If a parent is considering deferring their child's start to school, they still need to apply for their preferred school place as usual.

When a child's parents are notified of the allocation of a primary school place, they have the right to 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 and not beyond the beginning of the final term of the school year for which it was made (start of the Summer term from 1st April). Parents will need to contact the school that has been allocated and liaise with them directly over their plans of when the child will be starting the school.

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

Free Early Education Entitlement funding for attending a pre-school provision is only available until the child is of statutory school age.

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

If a parent is considering delaying their child's start to school, they still need to apply for their preferred school place as usual. See page 8 for more information.

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 interest. 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.

Key areas considered before a decision is made:

- ▶ **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)

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.

There are other considerations if you choose to delay your child's starting date that need to be taken into account and whilst in certain circumstances there may be benefits to a child's learning and development where delayed entry is appropriate, there are also significant risks that I would draw to your attention, for example:

- Children that have particular needs risk having access to support delayed for another year, in some circumstances this may have huge detrimental effects on behaviours or development issues that then become entrenched;
- The psychological impact to your child being taught below their chronological age group as they grow and realise, they are being taught a year behind;
- There is no guarantee that a year later you will successfully secure a place at your preferred school;
- Once your child reaches Year 6, they are likely to be prohibited from entering sporting and other competitions that are age restricted;
- At secondary transfer the secondary receiving school has the power to refuse a place into Year 7 and may only offer you a place in Year.



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 2025:

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.

Things to consider before applying:

- Each school caters as far as possible for the needs of the families in its neighbourhood;
- You can choose at least three and up to five school preferences when applying for a school place;
- Visit school open days with your child which you will need to arrange, or you can read school's brochure, 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.

We would recommend you select your catchment school as one of your preferences if you have a catchment school. If we're not able to allocate one of your five preferences, the nearest school will be allocated. Information about admissions policies for Voluntary Aided, Academies, and Free Schools is available directly 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 L.A is unable to offer a place at one of your preferences for first time admissions or infant to junior, then you will automatically be agreed a school place at the 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

IMPORTANT NOTE: For First-time Admissions and Infant to Junior Transfers you must apply by 15th January 2026. It is also important that you remember your login details when applying online, as you will need these to amend or access your decision online on National Offer Day (16th April). 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](#)**.

7,141 Applications

For First-time Admissions to Infant and Primary School Places for September 2025

95.07%

Secured their

**First
Choice**

99.5%

secured one
of their top 5
preferences



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. You can then log in with your username and password to view your decision. If your application is refused you will get an online response.

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



Note: If the National Offer Day 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 National Offer Day visit our website:
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.

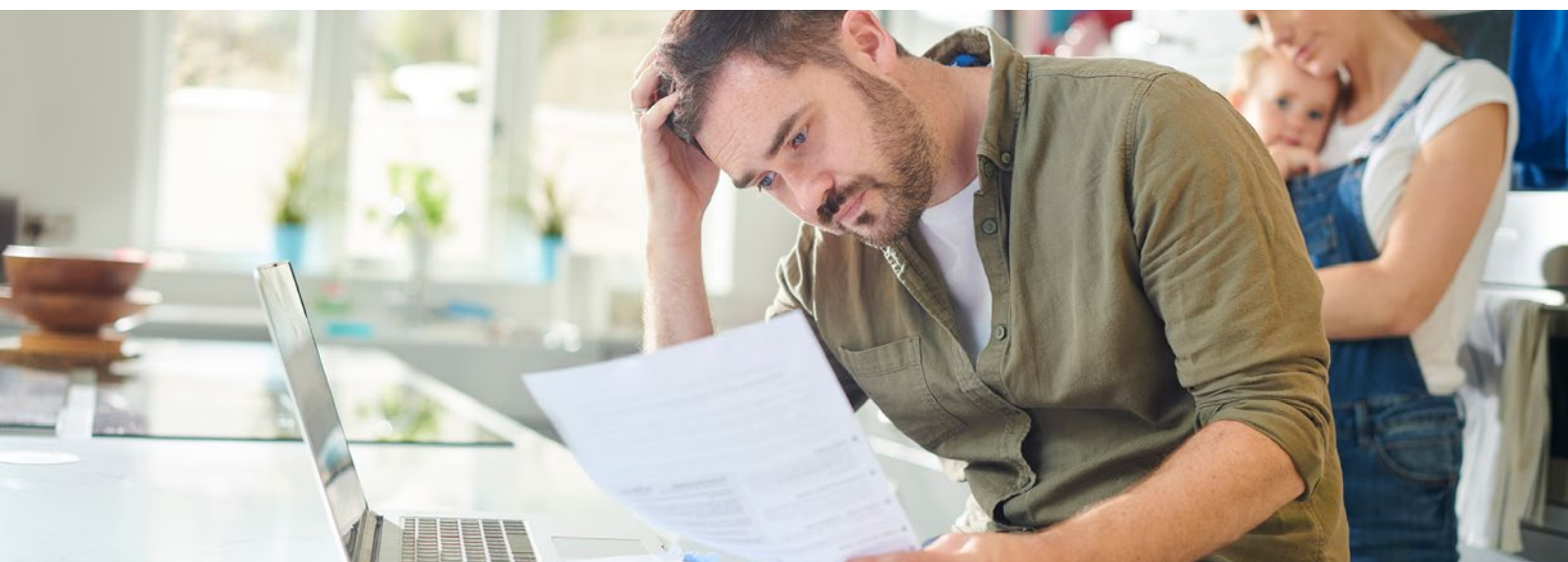
You will receive an offer of one place only. This will be the school highest on your order of priority where there are places available.

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



► What Happens if my Application is Late?

Late applications

Applications received after the closing date (15th January) but before 31st January, without proof that the lateness of the application was beyond your control will be classed as late and receive the lowest priority. We will aim however to provide you with a decision by the National Offer date (16th April).

All applications received after 31st January will be considered as late and will not be considered until after the National Offer date and receive the lowest priority.

Applications received after the National 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. a house move, you may not receive a decision on the National Offer date as the application might need to be reassessed.

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.

All applications received after September, in accordance with the School Admissions Code 2021, will be processed as mid-term applications.

What happens if I am refused my school preferences?

If you are refused all of the preferences that you have made you will be allocated a place at the next closest school to your home address that has space:

- **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 admissions criteria order. If a place at the requested school 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:

- **Reception (Community Schools);**
- **Year 3 (Community Junior Schools).**

VA, Trust, Academies and Free Schools maintain their own OSL however a number have opted for the LA to maintain their lists. Where the LA is not managing the OSL you will need to contact the individual school 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 pupils 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 or where the LA manages the list, [check school waiting lists online.](#)



► Local Authority's Admissions Criteria

Priority criteria for entry Autumn 2026 and mid-term applications during 2026/2027 academic year to maintained and voluntary controlled schools/excluding VA (find out which).

Important!

Academies set their own admissions policies.

Please check the academy's own website for their admissions criteria.



All community schools and some academies 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.

Admissions Criteria entry from 2026 and Mid Terms from 2026

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 criterion plus distance 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	Sibling, where there is a sibling attending the requested school and will still be attending the requested school at point of entry. (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 with a sibling attending the linked Junior School. (See note v.)
6th	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 or from the School Admissions Service.

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:
 - brother 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 both parents 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.

Tiebreaker

If having applied single criterion + distance and the priority criteria, 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.



► Mid-term Transfers (applying for a school place at other times)

If you are applying for a Leicestershire school, please check on the **parent portal** if the application needs to be made via our local authority or the school directly. You can request an application form by calling 0116 305 6684.

www.leicestershire.gov.uk/admissions

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 to at least 3 schools and up to 5 in order of your preference. Where there are more applications than places, the school's criteria is applied, the system offers you the highest ranking available 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. Where the highest ranking school is offered, this must be taken up within 20 school days or the offer will be withdrawn. If the place is no longer required, please let us know as soon as you can so we can allocate this place to another pupil.

For maintained schools see our website, for schools that don't follow LA processes, please check their website for catchment area. Please note some Schools in Leicestershire no longer have catchment areas.

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**.

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 catchment 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 available with no spaces within 2 miles, 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 academies may differ.

The LA will aim to do within 10 days but must within 15 school days wherever possible and will contact 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 you believe your child is experiencing issues at school, the solution may not be to change your child's school. You are advised to address the issues with your current school to try and resolve matters in the first instance. If the situation is then beyond repair and you wish to change schools, please check before applying if those schools have places.



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 “will you” get your child to the new school



The impact to your child during year 2 and year 6 examinations



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



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



The loss of existing friendship groups



Always check availability of places before applying to another 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, faith schools and own admitting authorities that do not use Leicestershire's appeal service, please check their website for information on how to lodge your appeal.

If you decide to appeal:

- You must have applied and been refused a school place before you can lodge your appeal;
- The best way to appeal is using our online appeal form;
- Your appeal form must be returned by the closing date written in the refusal letter. The county solicitor will let you know when your appeal will be scheduled;
- You are encouraged to attend the appeal hearing yourself or with a friend if you wish. You may as a representative to speak for you. If you cannot attend you can send your written statement;
- Your case will be considered by the independent appeals panel which is not connected to the Local Authority or the school.

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 whom will have had an education background. All panel members are volunteers, are trained annually and will have no connection with the school, the parent or the LA. At the end of your appeal hearing, the clerk will notify you of when to expect the outcome of your appeal which have a full explanation of the panels considerations, and these will be legally binding on all parties.

Note:

Parents and carers cannot reapply in the same academic year if you have already been refused once. If however, you can evidence a significant change in circumstances e.g. a house move, you may then be allowed to reapply and if refused, have the opportunity for a second appeal.

Where an appeal is been considered under infant class size rules i.e. classes that already have 30 children to one qualified teacher, the independent appeal panel can only allow such appeals 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.

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

School Transport
www.leicestershire.gov.uk/education-and-children/school-transport

Choose How You Move
www.choosehowyoumove.co.uk/schools

Beyond Bullying
www.beyondbullying.com

Information and Support Directory
www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/information-and-support-directory

Key Contacts

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

- **Diocese of Nottingham - Catholic**
Tel: 01332 293833 Ext 220
Email: neil.weightman@nottingham-des.org.uk
- **Early Years Inclusion and Childcare Service**
Tel: 0116 305 7136
Email: childcare@leics.gov.uk
Web: www.leicestershire.gov.uk/early-years-and-childcare
- **Education Quality**
Tel: 0116 305 6445
Email: childrensservices@leics.gov.uk
- **Elective Home Education**
Tel: 0116 305 2071
Email: homeeducation@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education
- **First Response Children's Duty Team**
Tel: 0116 305 0005
Email: childrensduty@leics.gov.uk
Web: www.lrsb.org.uk/childreport
- **Free School Meals**
Tel: 0116 305 5417
Email: freeschoolmeals@leics.gov.uk
Web: www.leicestershire.gov.uk/free-school-meals
- **Governor Development Service**
Tel: 0116 305 6503
Email: governors@leics.gov.uk
Web: www.leicestershiretradedservices.org.uk/Services/3133
- **Leicester-Shire Schools Music Service**
Tel: 0116 305 0400
Email: music@leics.gov.uk
Web: www.leicestershiremusicclub.org
- **Multi Agency Traveller Unit (MATU)**
Tel: 0116 305 8156
Email: Multi.AgencyTravellersUnit@leics.gov.uk
Web: www.leicestershire.gov.uk/gypsy-and-traveller-services
- **Ofsted Reports**
Tel: 0300 123 4234
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

- **Pupil Exclusions**
Tel: 0116 305 2071 / 0116 305 6597
Email: exclusions@leics.gov.uk
- **Psychology Service**
Tel: 0116 305 5100
Email: psychology@leics.gov.uk
Web: www.leicestershire.gov.uk/educational-psychology-service
- **Specialist Teaching Service**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability/education-and-childcare/educational-specialist-services/specialist-teaching-service
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.turning-point.co.uk



Key Dates

Primary and Infant first-time admissions (FTA) and Infant to Junior transfers entry 2026:

1st September 2025:

Parents are invited to apply for Junior school for entry Autumn 2025.

15th January 2026:

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

16th April 2026 (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 FTA and Year 3 Junior transfers over subscription (waiting) lists will operate where schools are full until 31st December 2026 after which most are dissolved.

Mid May 2026:

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

31st December 2026:

Over subscription lists for FTA and transfers to Year 7 for 2026/27 school year close.

Term times for Academic Year 2026-2027 Community schools only

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

Term dates 2026/27

Autumn Term	
Schools open:	Monday 24 August 2026
August Bank Holiday:	Monday 31 August 2026
Half term break:	Monday 19 to Friday 23 October 2026
Schools close:	Friday 18 December 2026
Spring Term	
Schools open:	Monday 4 January 2027
Half term break:	Monday 15 to Friday 19 February 2027
Schools close:	Friday 19 March 2027
Summer Term	
Schools open:	Monday 5 April 2027
May Day Bank Holiday:	Monday 3 May 2027
Half term break:	Monday 31 May to Friday 4 June 2027
Schools close:	Tuesday 6 July 2027

Inset/Teacher training days 2026/2027

Staff will have an additional five 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, Room 600 County Hall,
Glenfield, Leicester, LE3 8RF**
Email: 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.

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: pupilservicescourteam@leics.gov.uk

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 the school concerned is a maintained school then you may contact the Local Authority.

► 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/

Email: admissions.online@leicester.gov.uk

Rutland: 01572 722 577

www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/

Email: admissions@rutland.gov.uk

Coventry City: 024 7697 5445

www.coventry.gov.uk/schooladmissions

Email: secondaryadmissions@coventry.gov.uk

Email: primaryadmissions@coventry.gov.uk

Nottingham City: 0115 841 5568

www.nottinghamcity.gov.uk/schooladmissions

Email: schooladmissions@nottinghamcity.gov.uk

Nottinghamshire: 0115 982 3823

www.nottinghamshire.gov.uk

www.nottinghamshire.gov.uk/education/school-admissions

Derby City: 01332 642 727

www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/

Email: admissions@derby.gov.uk

Derbyshire: 01629 537 479

www.derbyshire.gov.uk/admissions

Email: admissions.transport@derbyshire.gov.uk

Staffordshire: 0300 111 8007

www.staffordshire.gov.uk/Education/Education.aspx

Email: admissions@staffordshire.gov.uk

Lincolnshire: 01522 782 030

www.lincolnshire.gov.uk/school-admissions

Email: schooladmissions@lincolnshire.gov.uk

Warwickshire: 01926 410 410

www.warwickshire.gov.uk/admissions

Email: admissions@warwickshire.gov.uk

North Northamptonshire: 0300 126 3000

West Northamptonshire: 0300 126 7000



Greenstone Primary School, Leicestershire's first forest school opening Autumn Term September 2025.
For more information please visit: www.greenstone.org.uk

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



Children and Family Services, County Hall,
Glenfield, Leicestershire LE3 8RF

Further details available on our website:
www.leicestershire.gov.uk/education-and-children