



Leicestershire  
County Council

# Your guide to Secondary Education in Leicestershire

2017-2018

For admissions entry September 2017  
and mid-term transfers during  
2017-2018 academic year



# Welcome

On behalf of Leicestershire County Council, I am pleased to welcome parents, carers and children to this year's Your Guide to Secondary Education for entry September 2017, and general admissions throughout the academic year 2017-18.

The secondary transfer outcomes for this year have been extremely pleasing. The Local Authority was able to secure preferred schools for over 98% of Leicestershire parents and carers, with 95.5% getting their first choice of school. Added to this the highest ever percentage of parents and carers, 98.8%, applied online.

With this in mind I would like to invite parents and carers of children seeking to transfer to secondary schools from September 2017 to start considering which school they would like their child to attend. It is important to understand that you must apply and that there is a closing date. The application process for secondary transfers begins from **1st September 2016 and closes 31st October 2016**, and the recommended way to apply is through Leicestershire's online application system.

There are a few key steps to make the process more straightforward that I would like to advise parents and carers of, and would urge that you consider these carefully, these are:

- To read this booklet and understand what you need to do;
- That you visit schools on open days before making your final decision;
- Consider how you will get your child to and from school;
- That the best way to apply is online;
- That you must apply by the closing date **31st October 2016**.

Applications received after the closing date must be marked as late and will have the lowest priority. In addition, to avoid the disappointment of not securing a local school, it is always recommended that you place your catchment school as one of your preferences.

If you have any questions we are here to help, and the quickest way to contact us is through our customer service agents on 0116 305 6684, who will be more than happy to speak with you.

Finally, may I wish your child every success in their future education.

Yours sincerely



Paul Meredith  
Director of Children and Family Services

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It is believed that the information contained in this booklet is correct at the time of going to press (August 2016). Any changes will be updated in the online version.



# 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

**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.education.gov.uk](http://www.education.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

**Partially Accessible:** These schools ensure that wheelchair users and pupils with mobility problems will be able to access all areas of the curriculum, but not necessarily all of the school building

**Pathway Schools:** These schools ensure that wheelchair users and pupils with mobility problems start in a partially accessible primary school, that feeds into a partially accessible high or upper school

**PME:** Pupils Missing Education

**RC:** Roman Catholic

**School Action (Plus):** Level of help school(s) offer for children with SEN

**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

**Trust School:** A foundation school which has acquired a trust which supports the school and may nominate a minority or a majority of the school's governors

**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)

## Customer Service Centre

Parents and carers requiring advice and information can contact the Customer Service Centre: Tel: **0116 305 6684**

**Monday, Tuesday, Thursday and Friday 8.30am - 5.00pm, Wednesday 9.00am - 5.00pm**

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





# General Introduction

The purpose of this booklet is to give parents and guardians a detailed explanation on how to apply for a secondary school place in Leicestershire.

Leicestershire County Council makes sure that, in the County as a whole, there are full time school places for all school age children whose parents request places, and decides, with the Governors of individual schools, the catchment area for the school, the maximum size of a school and the maximum size of each year group.

## The types of Secondary transfers covered are:

- Primary/junior to high school
- High school to upper school
- Transfer part way through the academic year also known as a 'mid term' transfer across any secondary age group.

## Community, Foundation, Trust, Faith, Academy, Free School and Studio Schools.

The majority of secondary schools in Leicestershire are academy status schools. For Foundation, Trust, Faith, Academy, Free and Studio Schools the LA is not the admitting authority but the school themselves. The Local Authority remains the admitting authority for community schools.

In addition, a number of academies both primary and secondary have this year applied successfully to extend their age range. For community schools the admissions criteria used is on page 8. For all others please refer to the school's website.

Appeals for community schools will be conducted through the County Council's Legal Services. Parents who have been refused places at foundation, trust, faith, academy, free or studio schools in the first instance will need to contact the individual establishment for information about the appeals process.

## Transfer Cycle

### Key points you should make a note of are:

- Transfer application information is sent to your child's home address: **September 2016**
- Closing date for return of all secondary transfer applications is: **31st October 2016**
- You are strongly encouraged to attend open evenings of school(s) that you are interested in. Please contact individual schools for information about when open evenings are held
- National offer date for all secondary transfers is: **1st March 2017 (or next available working day)**
- Apply on-line at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)
- All applications are considered in accordance with priority criteria
- Late applications will have lowest priority.

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 the School Admissions Service on tel: **0116 305 6684**.



# Secondary Education

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. Most parents fulfil this legal responsibility by sending their children to school, but a small minority of parents educate their children at home. This is known as Elective Home Education. For further information email [homeeducation@leics.gov.uk](mailto:homeeducation@leics.gov.uk) or telephone 0116 305 2071.

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.

During the last year of your child's primary education, preparation for transfer to their next stage of learning takes place.

Teachers will organise visits and consultations for those pupils and parents transferring within the school 'family'.

In September 2016 you will receive information about how to apply for secondary school. You can apply for up to three schools of your preference. However, a school place will only be offered if the preferred school has places. It is important to apply for a place at your catchment school at this time. You will not necessarily be offered a place if you apply late and the school, by then, is full.

It is important that you apply on time (no later than 31st October 2016) as applications received after this date will be given lowest priority.

## What age-range do secondary schools cover in Leicestershire?

- Leicestershire has a variety of secondary schools
- Most schools cater for students from Year 7 to Year 11; (i.e. aged 11 to 19 years)
- There are a few schools that are now 11-14 and 14-19
- After high school Year 9 students transfer to upper schools which provide education up to and after Year 11 (i.e. aged 14 to 16+)
- A few schools cater for students from Year 7 to Year 13; (i.e. aged 11 to 19).

## Is there provision for boarding?

The LA supports the following boarding establishment which is attached to a Leicestershire school:

- School House (boys only) attached to Ashby School.

Details of availability of places and fees can be obtained by telephoning the Headteacher of the school.

## Delayed Entry, Early Transfers or Starts, and Remaining on in the same year request

There is a formal process to consider such requests and parents would be expected to provide evidence (supporting documentation from lead professionals where possible) in order to consider the request is in the child's best interests. This will then be taken into consideration by the admissions authority.

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 is refused. It is important parents understand that if the request is agreed, it does guarantee a place a year later, it only means that parents will be allowed to apply a year later for a place. If unsuccessful, parent's 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.

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.

Examples of key areas considered before a decision is made may be:

- **Medical** i.e. significantly premature, 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 disability

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

## Applying for your Child's Secondary School Transfer (Entry September 2017)

Once you have decided on your school preferences, you will need to apply. The easiest way to apply is on line at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

### IMPORTANT NOTE:

**It is important that you write down your username and password as you will need these to access your decision on 1st March 2017. If you cannot remember your username and password you can be sent a reminder by entering your application reference number (this is sent to you immediately by e-mail).**

**You will also need your username and password if you wish to amend any aspect of your application prior to the decisions being made.**

**If you cannot remember your details you will not be able to view the decision.**

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

An application for a place in a secondary school must be made to the LA where you live, e.g. if you live within Leicester City, you must complete their application form for secondary school places. This is the case even if you wish to apply for a school in Leicestershire.



If you are resident in Leicestershire you will need to complete the Leicestershire application form. (Parents of children in private or independent schools, or whose children are not educated in a school, do not automatically receive notification about transfer to secondary school.) The form will invite you to express up to three preferences but does not include private or independent schools. Even though all preferences are treated equally, we always aim to meet your highest preference, and therefore request that preferences are made in rank order.

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

## Voluntary Aided, Trust, Academies and Free Schools

There is a different arrangement for Church of England, Roman Catholic aided, Foundation, Trust, Academies and Free Schools. Enquiries concerning these schools should be made direct to the Headteacher. Admissions to these schools are the responsibility of the Governors, but an application for a place must be made to the LA [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

## Things to consider before applying

Each school caters as far as possible for the needs of the families in its neighbourhood. If you need advice on what schools can offer your child, the Headteacher of your child's current school will be pleased to discuss this with you. In addition you can attend school open evenings, or you can get general advice from the Customer Service Centre, or for in depth advice you can request to speak to a member of the School Admissions Service, County Hall, Tel: 0116 305 6684.

- Consider how your child will get to school. Find out from the School Transport Service whether you may have to pay for transport
- Visit schools when the pupils are there if you can, and read the school brochures/prospectuses
- Take into account your child's wishes
- Do not rely purely on someone else's opinion or experience.

N.B. Be aware that a place in a primary school does not guarantee a place in its linked secondary school, and that a place in a high school does not guarantee a place in its linked upper school.

You can get advice from the School Admissions Service in the first instance on 0116 305 6684.

Transfer from primary to secondary school or high to upper school is not an automatic process, this means you must apply for a place in a secondary school.

Information about admissions policies for aided, foundation and trust schools is available direct from the school.

For September 2017 entry to a secondary school, parents need to apply by **31st October 2016**. (Please note that if a date is a non-working day, then the next working day applies).

## Key dates:

**31st October 2016** is the closing date for return of application forms to Leicestershire County Council.

**1st March 2017** is the National Offer date; parents are notified of offers from this date.



## 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 made on 1st March 2017. You can then log in with your **username, password** and **application reference number** for an instant result. If your application is turned down you will get an online response and a letter will be posted to you.

If you have applied via a paper application form, your offer of a school place will be posted out to you from 1st March 2017 by 2nd class post. You should allow five working days for receipt of your letter.

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

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. 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.

## The Appeals Procedure

If you decide to appeal for a Leicestershire community or voluntary controlled school, you will receive papers from the County Council or you can download the forms from [www.leicestershire.gov.uk/appeal-against-a-school-decision](http://www.leicestershire.gov.uk/appeal-against-a-school-decision). 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.

For own admission authority schools, Trust, Foundation, Studio and Academy schools you must contact the school in the first instance.

You may attend the appeal meeting 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 Appeals Committee which is independent of the LA.

Please note that repeat appeals in the same academic year will not be allowed unless there has been a major change in your circumstances (e.g. a house move).

## Late Requests

Applications received after the closing date and before the offer date, without proof that the lateness of the application was beyond your control, will receive the lowest priority.

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.

## Oversubscription List (OSL)

The OSL ranks children in priority 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:

- Year 7 (11+ schools)
- Year 10 (Upper schools).

(VA, Trust, Academy, Free, Studio and Foundation schools maintain their own OSLs).



## How is the OSL operated for Community Schools?

If you have been refused a place at a school as part of the transfer process, your application will be placed on the OSL automatically. OSLs do not exist for any other secondary admission process.

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.

If you wish to know where your child is on the OSL of a community school, please contact the Customer Service Centre on 0116 305 6684.

## Priority criteria for entry Autumn 2017 and mid term applications during 2017 / 2018 academic year to Community Schools and those academies that have adopted the LA's criteria

Academies are free to set their own admissions policies. Please check the schools own website for their admissions criteria. All maintained schools and some academies will follow the LA criteria below.

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

If there are too many requests for community schools, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):

<b>1st</b>	Children who are in public care and those children who were previously looked after children including all children adopted from LA care. (See note ii).
<b>2nd</b>	Pupils who live in the catchment area. (See note iii).
<b>3rd</b>	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv and v).
<b>4th</b>	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 vi).
<b>5th</b>	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See note vii).
<b>6th</b>	Pupils starting at an infant school with a sibling attending at the same time in the linked junior school. (See note iv). or Pupils transferring to high school who will have an older brother or sister attending the linked upper school at the same time. (See note iv).
<b>7th</b>	Pupils basing their application on religious belief. (See note viii).
<b>8th</b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note ix).



**Notes:**

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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 residence order 19 or special guardianship order). In such circumstances a letter from the last local authority in which the child was in the care of will be required.
- iii. The child's place of residence is taken to be the parental home where they spend the majority of the school week. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term "half or step brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.
- vi. 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 in the care of an LA
  - 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 whom 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.

- vii. For criterion 5 above, the child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer.
- viii. For criterion 7 above, a letter of support from your Minister or Religious Leader will be required explaining how the school caters for your faith.
- ix. For Criterion 8 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

**Please note that late applications receive the lowest priority.**



## In Year Co-Ordination for Mid-Term Transfer

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

Those parents living outside of Leicestershire who wish to apply for a Leicestershire school are encouraged to apply through the Local Authority where they live unless your move to Leicestershire is imminent or because the Local Authority in which you live is not co-ordinating, in which case apply direct to Leicestershire at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

To accelerate the processing of your form when applying for an own admission authority school, it is advisable you also complete the school's supplementary form (see links from [www.leicestershire.gov.uk](http://www.leicestershire.gov.uk)) and submit this direct to the school you wish to apply for (a paper version is available from the school).

The LA will aim to process all mid term applications within fifteen working days wherever possible, and will write to you to inform you of the outcome of your application. If you are successful the letter will inform you of what steps to take next.

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).

## When moving areas

Requests for in catchment movement will only be agreed if there are spaces available or the conditions in 13.33 and 13.44 of the 2017 admissions policy are met. Own admissions authority schools may differ. For more information please contact the School Admissions Service on 0116 305 6684.

## Points to consider when changing schools during term-time:

- If you are considering changing schools 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 school
- 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 is not 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
- Have you considered how you or your child will get to the new school?
- Will the new school be able to offer your child the same options that they have embarked on, and have you considered the negative impact in preparing for examinations for children in years 6, 9, 10 and 11
- 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
- Consider the loss of friendship groups. This especially affects younger children.

These are the telephone numbers for the local authorities close to Leicestershire:

- **Leicester City:** 0116 454 1009 - [www.leicester.gov.uk](http://www.leicester.gov.uk)
- **Rutland:** 01572 722 577 - [www.rutland.gov.uk](http://www.rutland.gov.uk)
- **Coventry City:** 024 7683 1511 - [www.coventry.gov.uk](http://www.coventry.gov.uk)
- **Nottingham City:** 0115 841 5568 - [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)
- **Derby City:** 01332 642 726 - [www.derby.gov.uk](http://www.derby.gov.uk)
- **Nottinghamshire:** 0115 982 3823 - [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- **Derbyshire:** 01629 533 190 - [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)
- **Staffordshire:** 01785 278 593 - [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)
- **Lincolnshire:** 01522 782 030 - [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)
- **Warwickshire:** 01926 410 410 - [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)
- **Northamptonshire:** 0300 1261 000 - [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

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 Section.

## Elective Home Education

The Local Authority has a duty to make enquiries to determine that all children and young people who are home educated are receiving a full time education suitable to their age, ability, aptitude, and any special educational needs they may have. To fulfil this duty, officers will make arrangements to meet families to discuss the educational provision in place for their child/children.

For further information email [homeeducation@leics.gov.uk](mailto:homeeducation@leics.gov.uk) or telephone 0116 305 2071.

## Children Missing Education

The Local Authority has put in place rigorous arrangements for identifying and maintaining contact with children missing, or at risk of going missing, from education.

The named officer responsible for receiving details of children who are missing from education, and for brokering support for them through the most appropriate agencies is:

JoAnne Rees, Pupil Services Manager, School Admissions and Pupil Services, County Hall, Glenfield, Leicester LE3 8RF. Tel: 0116 305 2071, email: [cme@leics.gov.uk](mailto:cme@leics.gov.uk)

The process of tracking pupils without an educational placement is part of our collective responsibility, and ongoing commitment to safeguarding the welfare of young people.

It is vital that anyone who becomes aware that a child is not, or does not appear to be in education, notifies the named person without delay.

## Pupil Services Court Team

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

For further information email [pupilservicescourteam@leics.gov.uk](mailto:pupilservicescourteam@leics.gov.uk) or telephone 0116 305 6743.





## Children with Medical Needs

The Local Authority must arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

For further information contact: Medical Needs Co-ordinator, School Admissions & Pupil Services, County Hall, Glenfield, Leicester, LE3 8RF. Tel: 0116 3050262. Email: [medicalneeds@leics.gov.uk](mailto:medicalneeds@leics.gov.uk)

## School clothing

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

## Examination fees

In the final year of compulsory education your child may be entered for GCSE examinations or other accredited courses leading to accreditation approved by NCVQ (National Council for Vocational Qualifications).

If your child remains at school after 16 it is likely that they may be entered for a further range of public examinations, including A-levels and/or GNVQs (General National Vocational Qualifications).

The school will normally pay all entry fees for public examinations, except when:

- The subject is not part of the school curriculum
- The pupil is entered for the same subject at two levels, in which case the school will only pay for one entry fee
- A student wishes to resit an examination without retaking the course
- The examination is entered against the advice of the school.

Assistance towards the cost of field studies is provided when this is a compulsory part of a GCSE or A-level course.



# As a Parent

## As a parent how can I help support my child in school?

Support your child's school by signing the home/school agreement.

Read the prospectus, annual Governor's 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.

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



# What Next When your Child has Reached 16?

From the summer of 2013 all young people will have to remain in some form of learning until they are 17. This was raised to 18 from 2015. This is called the Raising of the Participation Age (RPA).

Here is a brief summary of the many ways in which young people can continue their learning after 16:

- Stay at the same school if a suitable, appropriate course is provided
- Transfer to the sixth form of a different school, to a sixth form college or to a College of Further Education
- Join a work-based apprenticeship programme that involves training with an employer and time away from work to attend a college or training centre to gain an NVQ qualification
- Join a Foundation Learning programme to develop basic skills and life skills and get experience of work before moving on to further education, training or employment.

## What help and advice is available?

From September 2012 schools are responsible for providing their students with careers guidance. For young people with learning difficulties or disabilities, and for those who may find it difficult to make the progression at 16, the Local Authority provides a service. Ask at your child's school about what help is available.

Young people at school can also access the National Careers Service website and helpline: <http://nationalcareersservice.direct.gov.uk> telephone 0800 100 900 or Prospects [www.prospects.ac.uk](http://www.prospects.ac.uk)

## What if my child needs help or advice after leaving school?

If your child is in education or training they should seek advice from their provider. If your child is unemployed contact the Local Authority for details of services available. Your child can also use the National Careers Service helpline. Ask at your child's current school about services available locally.

## Why have some schools changed their age range?

There is strong evidence that all through schools have better education outcomes for children than those children that have to move either at year five from primary to high school, or from high to upper school.

In response, a number of academies across Leicestershire over the last eighteen months consulted and applied successfully to extend their school's age range. This means some primary schools that traditionally finished in year five have now extended to finish in year six. Some high schools are now all through eleven to sixteen secondary schools, and similarly a few upper schools are now eleven to nineteen secondary schools.

## Fair Access

The Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Leicestershire's Fair Access Protocol is administered through the Behaviour Partnerships. There are five behaviour partnerships for secondary schools.

Where a child is to be considered under the Fair Access Protocol, there is no duty for a local authority or admission authority to comply with parental preference when allocating places through the Fair Access Protocol.



# 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/school-transport](http://www.leicestershire.gov.uk/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-directorykey](http://www.leicestershire.gov.uk/family-information-directorykey)

## 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)

### • Children Missing Education

Tel: 0116 305 2071

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

### • Children with Medical Needs

Tel: 0116 305 0262

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

### • Court Team

Tel: 0116 305 6743

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

### • Diocese of Leicester – Church of England

Tel: 0116 261 5302

Email: [carolyn.lewis@leccofe.org](mailto:carolyn.lewis@leccofe.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 Learning and Childcare Service

Tel: 0116 305 6545

Email: [family@leics.gov.uk](mailto:family@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 5755

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)

Fax: 0116 305 0011

Web: [www.leics.gov.uk/firstresponse](http://www.leics.gov.uk/firstresponse)

### • Free School Meals

Tel: 0116 305 6588 / 0116 305 7093

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.leics.gov.uk/governors](http://www.leics.gov.uk/governors)

### • Leicester-Shire Schools Music Service

Tel: 0116 305 0400

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

Web: [www.leics.gov.uk/lsms](http://www.leics.gov.uk/lsms)



- **Multi Agency Traveller Unit (MATU)**  
Tel: 0116 305 8156  
Email: [Multi.AgencyTravellersUnit@leics.gov.uk](mailto:Multi.AgencyTravellersUnit@leics.gov.uk)  
Web: [www.leics.gov.uk/travellers\\_contacts](http://www.leics.gov.uk/travellers_contacts)
- **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)
- **Performance Licences and Chaperones**  
Tel: 0116 305 6597 / 0116 305 6544 / 0116 305 7820  
Email: [childreninentertainment@leics.gov.uk](mailto:childreninentertainment@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/child-employment](http://www.leicestershire.gov.uk/child-employment)
- **Pupil Exclusions**  
Tel: 0116 305 2071 / 0116 305 6597  
Email: [exclusions@leics.gov.uk](mailto:exclusions@leics.gov.uk)  
Web: [www.leics.gov.uk/exclusions](http://www.leics.gov.uk/exclusions)
- **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)
- **School Admissions**  
Tel: 0116 305 6684  
Email: [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)
- **Specialist Teaching Service**  
Tel: 0116 305 9400  
Email: [STS@leics.gov.uk](mailto:STS@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/specialist-teaching-services](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/specialist-teaching-services)
- **Student Finance**  
Tel: 0300 100 0607  
Web: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
- **Youth Service**  
Tel: 0116 305 7960  
Email: [earlyhelp@leics.gov.uk](mailto:earlyhelp@leics.gov.uk)  
Web: [www.leics.gov.uk/youthservice](http://www.leics.gov.uk/youthservice)

# Key Dates

## School Terms & Holidays

### Academic Year 2016-2017

### Academic Year 2017-2018

### Academic Year 2018-2019

Please contact individual schools for local variations in the holiday pattern.

## Secondary School Transfer (entry September 2017)

### 1st September 2016:

Transfer to high/upper school application process begins for Autumn 2017.

### 31st October 2016:

Closing date for submission of applications for transfer to high/upper school.

### 1st March 2017:

High/upper school transfer decision results posted to parents/posted on-line.

Transfer years 7/10 over-subscription lists operate where schools are full.

### 12th April 2017:

Closing date for submission of high/upper school transfer appeals.

### 31st December 2017:

Over-subscription lists for secondary transfer years 7/10 2017 close.





# Key to Symbols

The symbols used on the following pages are shown below. They are split into two useful groups to help you find the information you require more quickly.

## CONTACT DETAILS



**Headteacher**



**Telephone Number**



**Email Address**



**Postal Address**



**Fax Number**



**Website Address**

## GENERAL INFORMATION



**Age Range**



**Opening Times**



**Planned Admission Number**



**School Specialism**



**School Type: Community, Foundation, Trust, Faith, Academy, Free and Studio Schools.**

From September 2011 Leicestershire have a number of academy status schools. This means they will have opted out of LA control.

The majority of schools in Leicestershire are Community Schools with the Local Authority being the admitting authority. For Foundation, Trust, Faith, Academy, Free and Studio Schools the LA is not the admitting authority, it is instead the school themselves.

Regardless of the admitting authority admission applications must be made through the LA, using the LA's common application form. For community and voluntary controlled schools, the admissions criteria used is on page 8. For all

others please see the particular school's admission criteria available on their website.

In relation to school appeals, the LA through the County Council's Legal Services conduct the appeals process for Community Schools. Foundation, Trust, Faith, Academy, Free School, and Studio Schools in some instances engage the services of the LA to run their appeals, however, most run their own appeals processes.

For Voluntary Aided, Foundation or Trust Schools refer to the schools own admission criteria available on their website.



**Disabled Access**






**Pathway School** - Ensures that wheelchair users and pupils with mobility problems start in a partially accessible primary school that feeds into a partially accessible high and upper school.

**Partially Accessible** - When wheelchair users and pupils with mobility problems will be able to access all areas of the curriculum, but not necessarily all of the school building.



# School Areas in Leicestershire



-  See page 19
-  See page 22
-  See page 26
-  See page 30
-  See page 33



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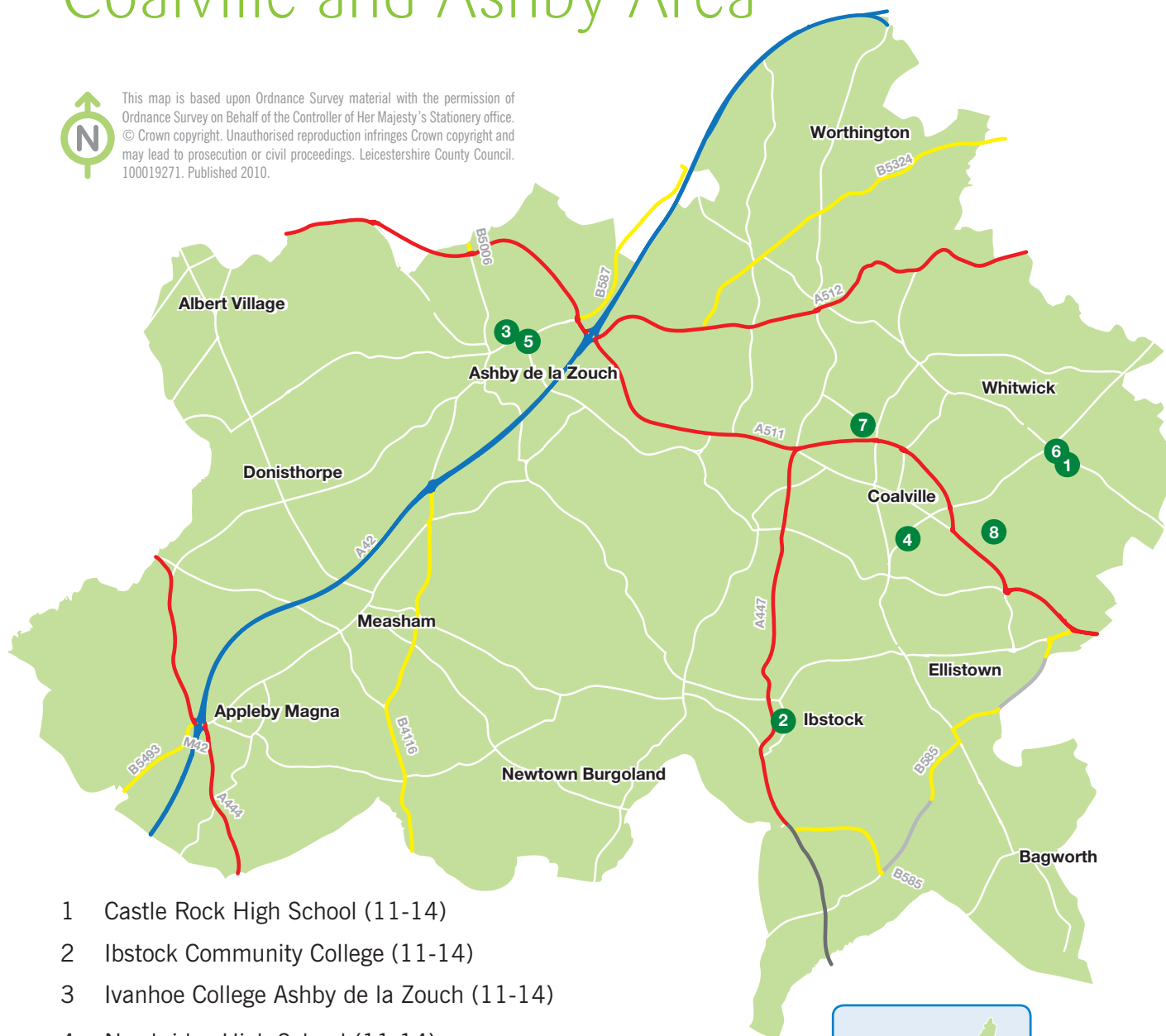
There is an alphabetical index of secondary schools on page 46



# Secondary Schools in the Coalville and Ashby Area



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COALVILLE AND ASHBY




- 1 Castle Rock High School (11-14)
- 2 Ibstock Community College (11-14)
- 3 Ivanhoe College Ashby de la Zouch (11-14)
- 4 Newbridge High School (11-14)
- 5 Ashby School (14-19)
- 6 King Edward VII Science And Sport College (14-19)
- 7 Stephenson Studio School (14-19)




## Special Schools

- 8 Forest Way School



### 1. Castle Rock High School - DfE 4035 *For admission policy visit: [www.castlerock.leics.sch.uk](http://www.castlerock.leics.sch.uk)*


 Mrs Julia Patrick  
 Meadow Lane, Coalville, Leics LE67 4BR  
 01530 834368


 -  
 [office@castlerock.leics.sch.uk](mailto:office@castlerock.leics.sch.uk)  
 [www.castlerock.leics.sch.uk](http://www.castlerock.leics.sch.uk)

 11 to 14 years  8.40 am – 3.10 pm  Academy  Partially Accessible  Sports  200




### 2. Ibstock Community College - DfE 4012 *For admission policy visit: [www.ibstockcollege.leics.sch.uk](http://www.ibstockcollege.leics.sch.uk)*




 Mr David Phillips  
 Central Avenue, Ibstock, Leics LE67 6NE  
 01530 260705







 01530 265831  
 [icc.admin@ibstockcollege.leics.sch.uk](mailto:icc.admin@ibstockcollege.leics.sch.uk)  
 [www.ibstockcollege.leics.sch.uk](http://www.ibstockcollege.leics.sch.uk)

 11 to 14 years  8.35 am – 3.15 pm  Academy  -  -  235




### 3. Ivanhoe College - DfE 4028 *For admission policy visit: [www.ivanhoe.co.uk](http://www.ivanhoe.co.uk)*




 Mrs Anne-Marie Blewitt  
 North Street, Ashby De La Zouch, Leics LE65 1HX  
 01530 412756

 01530 412146  
 [office@ivanhoe.co.uk](mailto:office@ivanhoe.co.uk)  
 [www.ivanhoe.co.uk](http://www.ivanhoe.co.uk)

 11 to 14 years  8.40 am – 3.20 pm  Academy  Pathway School  Technology  316

### 4. Newbridge High School - DfE 4007 *For admission policy visit: [www.newbridgehs.leics.sch.uk](http://www.newbridgehs.leics.sch.uk)*

 Mr Stewart Goacher  
 Forest Road, Coalville, Leics LE67 3SJ  
 01530 831561

 01530 276440  
 [info@newbridgesch.uk](mailto:info@newbridgesch.uk)  
 [www.newbridgesch.uk](http://www.newbridgesch.uk)

 11 to 14 years  8.45 am – 3.15 pm Mon-Thurs, 8.45 am – 2.45 pm Fri  Academy  Partially Accessible  Sports  180















### 5. Ashby School - DfE 4508 *For admission policy visit: [www.ashbyschool.org.uk](http://www.ashbyschool.org.uk)*

 Mr Eddie Green  
 Nottingham Road, Ashby de la Zouch, Leics LE65 1DT  
 01530 413748

 01530 560665  
 [admin@ashbyschool.org.uk](mailto:admin@ashbyschool.org.uk)  
 [www.ashbyschool.org.uk](http://www.ashbyschool.org.uk)

 14 to 19 years  8.45 am – 3.05 pm  Academy  Pathway School  Technology  555 (14+) 100 (16+)



**6. King Edward VII Science And Sport College - DfE 4001** *For admission policy visit: [www.kinged.org.uk](http://www.kinged.org.uk)* Mrs Jenny Byrne Warren Hills Road, Coalville, Leics LE67 4UW 01530 834925 01530 832268 OFFICE@kinged.org.uk [www.kinged.org.uk](http://www.kinged.org.uk) 14 to 19 years 8.55 am – 3.10 pm Academy Partially Accessible Science & Sports 420**7. Stephenson Studio School - DfE 4004** *For admission policy visit: [www.stephensonstudioschool.co.uk](http://www.stephensonstudioschool.co.uk)* Mrs Gill Laird Thornborough Road, Coalville, Leics LE67 3TN 01530 519099 - [info@stephensonstudioschool.co.uk](mailto:info@stephensonstudioschool.co.uk) [www.stephensonstudioschool.co.uk](http://www.stephensonstudioschool.co.uk) 14 to 18 years 8.45 am – 4.45 pm Studio School - Business & Enterprise 120 (14+) 80 (16+)**Special Schools***Admissions to this school are subject to the child's Statement of Special Educational Needs.***8. Forest Way School - DfE 7008** *Area School for Pupils with Complex, Moderate, Severe and Profound Learning Difficulties. For admission policy visit: [www.forestway.leics.sch.uk](http://www.forestway.leics.sch.uk)* Mrs Gail Seaton Warren Hills Road, Coalville, Leics LE67 4UU 01530 831899 01530 814069 [forestway@forestway.leics.sch.uk](mailto:forestway@forestway.leics.sch.uk) [www.forestway.leics.sch.uk](http://www.forestway.leics.sch.uk) 3 to 18 years 8.50 am – 3.20 pm Academy - -

Headteacher



Postal address



Telephone number



Fax number



Email address



Website address



Age range



Opening times



School type



Disabled access



School Specialism



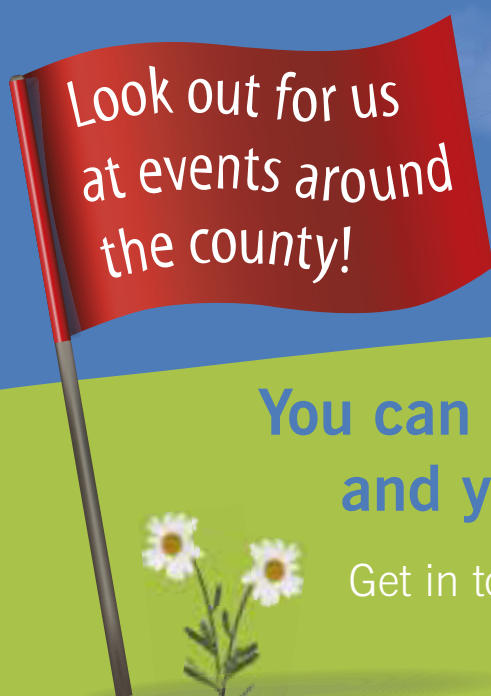
Admission no. Autumn 2016





Leicestershire  
County Council

# Foster for Leicestershire



EXTRAORDINARY CARERS · ORDINARY PEOPLE  
**fostering** going

**You can make a difference to children  
and young people in Leicestershire**

Get in touch to find out more: Tel: **0116 305 0505**

Email: **fosteringandadoption@leics.gov.uk**

**www.fosteringleicestershire.com**

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**



Leicestershire  
County Council

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

**www.leicestershire.gov.uk/education-and-children**