



Leicester City Council
Admission Arrangements for Pupils to Schools
2019/20

Contents

1. Introduction
2. Applying for a school place
3. Late applications / changes of preference
4. Procedure
5. The offer of a place
6. Applications outside the normal admissions round
7. Right of appeal
8. Waiting lists
9. Information required by free, voluntary aided and academy schools
10. Applying for Sixth Form
11. Admission of children outside of their normal age group (and includes Summer Born Children)
12. Social and Medical criterion

Annex 1 - Timetable for secondary transfer admissions

Annex 2 - Timetable for first time admissions

Annex 3 - Definitions

1. Introduction

- 1.1 This scheme for admission to school will ensure that every parent resident in Leicester who has applied on time for their child to start school, at the normal entry points, receives a single offer of a school place.
- 1.2 In order to provide every parent with an offer of one place Leicester City Council will be working collaboratively with the governing bodies of voluntary aided, free schools, trust schools and academies in the city and the neighbouring local authority of Leicestershire.
- 1.3 Leicester City Council will be the only body to transmit a single school place offer to applicants residing in Leicester City.
- 1.4 The scheme for admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust and free schools to set and apply their own admission arrangements.
- 1.5 Children with a statement of special educational needs or Education, Health & Care (EHC) Plan are not covered by this scheme. They will be given priority admission over all others.
- 1.6 Parents can apply for a maximum of three preferences at any one time. For late changes of preference, see section 3.2

2. Applying for a school place (see Annex 1 and 2 – Timetables)

- 2.2 All applications from Leicester residents for admission to any school must be made on the on line common application form at www.leicester.gov.uk/admissions
- 2.3 Parents of children attending Leicester primary, infant or junior schools will be given details of how to apply by their school, at the beginning of their final year. For those starting school in Reception, details are posted to early year settings.
- 2.4 Parents who reside outside Leicester should apply to their home authority i.e. the authority to whom they pay their Council Tax.
- 2.5 Leicester resident parents can state a maximum of three preferences, in their rank order, at any one time for any combination of the following schools:
 - Community
 - Voluntary Controlled
 - Voluntary Aided
 - Trust
 - Academy
 - Free School

In all cases the application must be received by the closing date of 31 October 2018 for admission to a Secondary School and 15 January 2019 for admission to start at a Primary, Infant or Junior School.

- 3.1 Late applications / changes of preference.
- 3.2 For applications / changes of preference made after the closing date, the application may still be considered as on-time but only if there are good reasons for this and if it is submitted by 24 November 2018 for Secondary applications and 10 February 2019 for Primary, Infant or Junior applications. Independent supporting evidence of the good reason must be provided or it will be treated as late. This is also the closing date for parents to provide proof of address if they are to be considered from a new address in the first round of the allocation process.

4. Procedure

- 4.1 By 28 November 2018 for Secondary applications and 14 February 2019 for Primary, Infant and Junior School applications, Leicester City Council will send to other Leicester admission authorities and other LAs responsible for admission to any school stated on the application, details of the applicants for their schools.
- 4.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 4.3 By **12 December** for Secondary applications and **14 March** for Primary, Infant and Junior applications, Leicester City Council will aim to:
 - (a) have completed a list of provisional offers for community and voluntary controlled schools.
 - (b) have received from academies, free, trust and voluntary aided schools a list of children who have been ranked by the school.
- 4.4 By **23 January 2019** for Secondary applications and **21 March 2019** for Primary, Infant and Junior applications, Leicester City Council will:
 - (a) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer to the parent
 - (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place
 - (b) Inform other relevant LAs of those provisional offers
- 4.5 Where Leicester City Council cannot make a single offer for any of the preferences expressed by a parent resident in Leicester, a place will be allocated to the child at the nearest school, starting with their catchment area school if this has available places.

- 4.6 By **10 February 2019** for Secondary applications and **28 March 2019** for Primary, Infant and Junior applications, Leicester City Council will inform the relevant LAs of any provisional offers for parents resident in their authority.

5. The offer of a place

- 5.1 National Offer Day is 1 March 2019 for Secondary applications and 16 April 2019 for Primary, Infant or Junior applications. Offers will be sent by email on National Offer Day to those who have elected to receive their offer by email. A paper copy of the offer will also be sent to all applicants by second class post. .

6. Applications outside of the normal admission round

- 6.1 Applications for admission to a Leicester school outside the normal admission round must be made on-line; however, applications for the following schools should be made directly to those schools:

Krishna Avanti Primary School

St John the Baptist C of E Primary School - St Joseph's Catholic Voluntary Academy - St Patrick's Catholic Primary School

- 6.2 Parents will be invited to state on the on-line application a maximum of three preferences for schools in their rank order. A parent can have a maximum of 3 preferences at any one time

- 6.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.

- 6.4 The offer of a place at a Leicester City school will be made by Leicester City Council. An offer of a place may be sent directly from the schools for those listed in 6.1 above.

7.0 Right of Appeal

- 7.1 This process does not alter the parents' right to appeal. Any parent whose child is refused a higher ranked school place is entitled to appeal against the decision. This will be considered by an independent panel.

8. Waiting lists

- 8.1 Leicester City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in their intake year.

- 8.2 The waiting lists will be established on the offer day and be maintained up to the end of the academic year of application. The waiting list will be ranked according to each admission authority's oversubscription criteria. We will only add a child's names to a school's waiting list where we have not been able to offer a higher preference. The waiting lists for voluntary aided, academy, trust and free schools will continue to be held by those individual schools from the allocation date. These schools may continue to operate their waiting lists past the end of the academic year. The LA will cease to maintain a waiting list after the end of the academic year for the schools that they are the admission authority for. Parents will be asked to state in writing if they wish their child's name to be included on any waiting list(s) for the next academic year.

8.3 This waiting list position may go up or down as the waiting list is ordered in accordance with the published admissions criteria and not the length of time an applicant is on the list.

9. Information required by free, voluntary aided and academy schools

9.1 Free, voluntary aided and academy schools may require additional information which is not contained on the on-line application and may relate to the church or religious observance / worship for which the child is a member.

9.2 In addition to the on-line application each free, voluntary aided and academy school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus.

9.3 These supplementary information forms are not application forms for admission to a free, voluntary aided or academy school. The forms will be labelled as an important part of the admission process as they are essential to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.

9.4 Parents who intend to express a preference or preferences for a free, voluntary aided or academy school must follow the procedure set out below:

(a) obtain a copy of the supplementary information form from the free/voluntary aided/academy school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack and it should also be available from the LA or schools website.

(b) complete the supplementary information form(s)

(c) complete the on-line application at Leicester.gov.uk/admissions by the 31 October for Secondary Transfer and 15 January for First Time Admissions and transfer from Infant to Junior Schools

(d) return the supplementary information form(s) to the preferred voluntary aided/academy or free school(s) by 31 October for Secondary Transfer and 15 January for First Time Admissions and transfer from Infant to Junior Schools

9.5 The supplementary information provided by parents will be used by the free/ voluntary aided/academy school in applying their admission criteria. This information would be over and above the standard information supplied through the on-line application.

9.6 Where a supplementary information form is not submitted to the school in support of the on- line application, it may affect the consideration of the preference expressed by the governing body of that school.

10. Applying for places at sixth form

10.1 Children and their parents applying for sixth form places may use the common application form, although if they are already on the roll of the school they are not required to do so in order to transfer into year 12.

Admission authorities can, however, set academic entry criteria for their sixth forms, which must be the same for both external and internal places.

11. Admission of children outside of their normal age group (and includes Summer Born Children)

- 11.1 The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. Parents can delay their child's start in school until they are of compulsory school age.
- 11.2 Additionally, parents may seek a place for their child outside of their normal age group either because they are a Summer Born child or for another reason.
- 11.3 Children born from the beginning of April to the end of August reach compulsory school age on 31 August and are recognised as Summer Born children. Parents can request that a first time admission Summer Born child starts a reception place one year later than their normal year group. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.
- 11.4 Parents should notify the schools they are interested in applying for and must apply to the local authority by the usual deadline, based on their child's chronological age, ie from the September following their 3rd birthday. Requests made after this time cannot be considered.. The Local Authority will forward a copy of the procedure to the parents. In the case of first time admission Summer Born children, parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.
- 11.5 Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Leicester City Council also has a complaints procedure.
- 11.6 For details on the process involved and to notify the Council of your wish for your child to enter a year outside of their normal age group please contact the Admissions Service;

Email us on: admissions.online@leicester.gov.uk

Ring us on: 0116 4541009 (option 1)

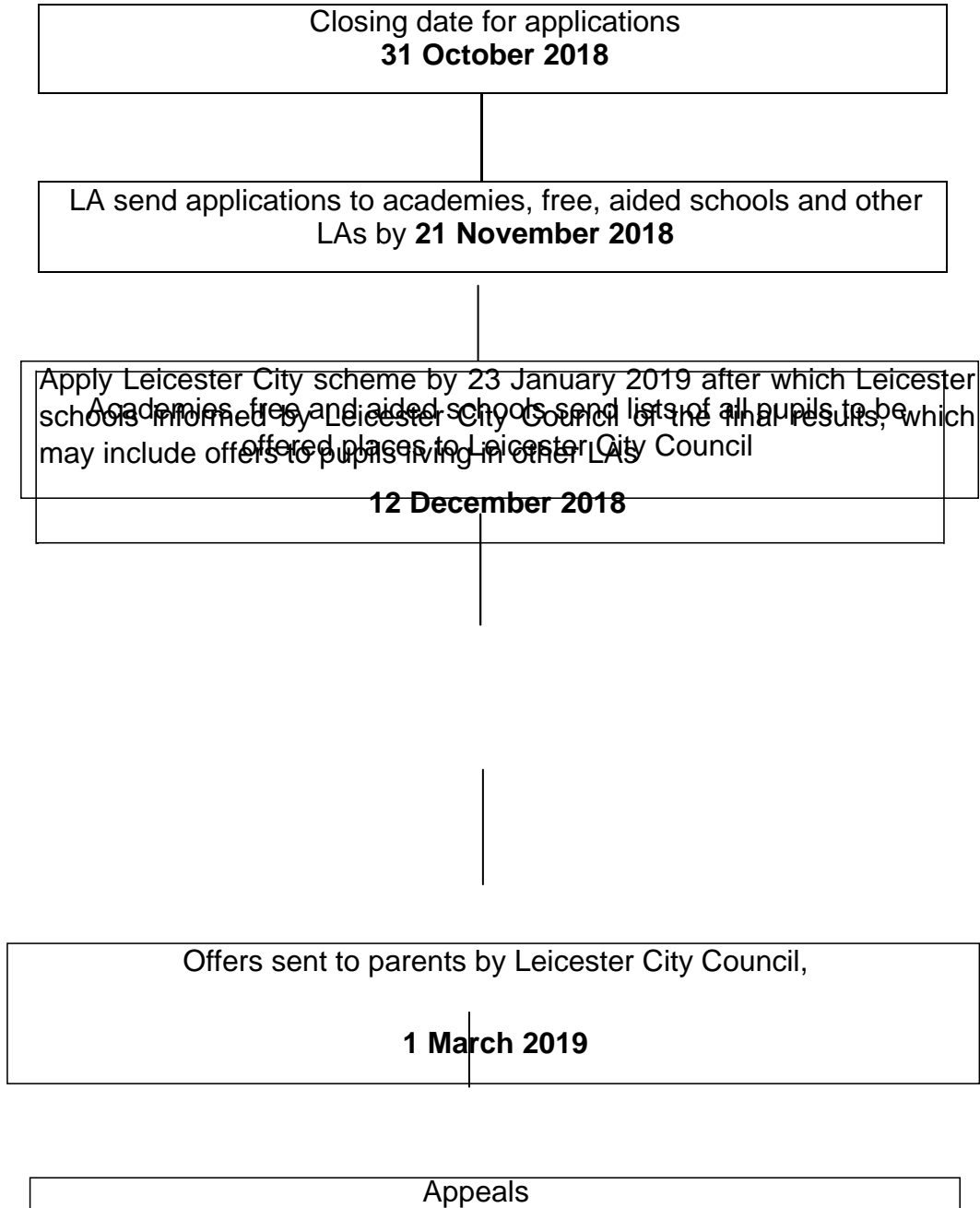
12. Social and medical criteria

- 12.1 For an application to be considered under the social medical criterion, applicants must complete a separate application form and, along with this, provide written evidence. Examples of the written evidence we would consider are:
- a) Supporting documentation from a medical professional
 - b) Supporting information provided by a social worker
 - c) Supporting information provided by a Police officer
 - d) Court order
- 12.2 In each case, the connection between a child's need and the specific school must be made and applicants must clearly demonstrate why this one specific school can meet the child's needs in a way that no other school can. Evidence relating to the social or medical circumstances of the parent can be considered, but only if this impacts on the child and their need to attend one specific school.
- 12.3 Evidence must be provided by the application deadline (31 October for Secondary Transfer or 15 January for Reception and Junior Transfer). Any evidence submitted following the application deadline will not be considered until after National Offer Day (in March for Secondary Transfer and in April for Reception and Junior Transfer. See the Primary/Secondary admission pages for current dates).
- 12.4 Priority under this criterion can only be given for 1 specific school but we still recommend that applicants list 3 schools on their application form to maximize your chances of securing one of your preferences. If an applicant seeks to apply the criteria for more than 1 school, by definition, it is not only 1 school that can meet the need and this criteria would not apply. We may have to share the information provided with the offered school.
- 12.5 There will be a two-stage assessment process for eligibility under this criterion.
- 12.6 During the first stage the application will be considered by the admissions team to establish whether the following criteria, as outlined in section 12.2, is met.
- 1) Clear reason provided why only the chosen school can meet child's needs in the way that no other school can; and
 - 2) Supporting evidence provided, in with section 12.1
 - 3) Request made no later than the closing dates, in line with section 12.3
- If applicants meet the eligibility for stage 1, the application will be considered during the second stage by a panel of senior officers. If they do not meet the criteria, the application will be considered as a normal application and considered under the usual admission rules. There is no right of appeal if an application has not met the social and medical criterion but parents will have their usual right of statutory appeal for a school place.
- 12.7 During the second stage, a panel of senior officers will determine whether the evidence provided is sufficiently compelling to meet the above requirements. You will be notified of the panel's decision in writing and the letter will indicate which criterion we will use to process your application. All Leicester City schools have experience in dealing with children with diverse social and medical needs, and so your case must be clearly exceptional in order to be considered under this criterion.
- 12.8 It is expected that the following groups of children will usually meet this criterion if the relevant evidence can be provided:

- 1) Children who are the subject of child protection plans and where the requested school is necessary to avoid the abuser.
 - 2) Children of parents/carers who are fleeing domestic violence and where the requested school is necessary to avoid the abuser, whose application is verified by a senior social worker or who meet Leicester City Council's procedures for housing reallocation for recognized domestic violence.
- 12.9 There is no separate right of appeal if an application has not met the social and medical criterion but parents will have their usual statutory right of appeal for a school place. Full details of the appeals process can be found on our website at www.leicester.gov.uk/admissions.

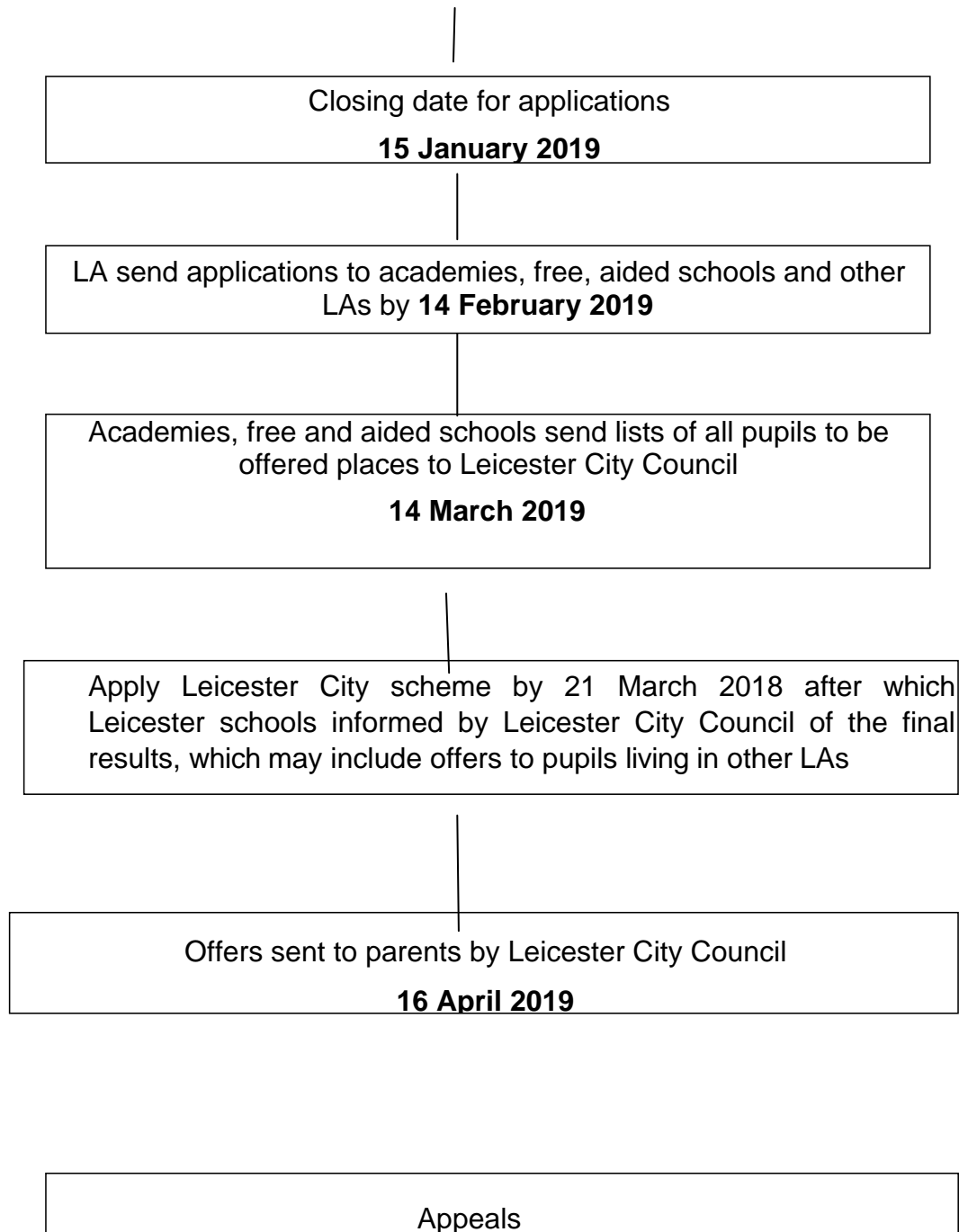
ANNEX 1:

**PROVISIONAL TIMETABLE FOR
SECONDARY ADMISSIONS FOR SEPTEMBER 2019**



ANNEX 2:

**PROVISIONAL TIMETABLE FOR FIRST TIME ADMISSIONS
and
TRANSFER FROM INFANT TO JUNIOR SCHOOLS - SEPTEMBER 2019**



ANNEX 3: DEFINITIONS

1. *Looked After and Previously Looked After Child:*

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 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 immediately after they were looked after they were adopted or became subject to a residence order or special guardianship order.

2. *Siblings:*

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or a child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address. Private fostering arrangements are not counted for admissions purposes.

3. *Home / Permanent Address:*

This is the child's current permanent address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. 'At the time of application' means the closing date for applications (31 October for Secondary Applications and 15 January for Primary, Infant and Junior applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

4. *Distance Measurement:*

Distance is measured on a straight line basis using a geographical information system measuring from the GEO code reference point for the child's home address to the GEO code reference point for the school. A GEO code is a position on a map.

5. *Tie-breaker:*

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the city council who is not involved in the administration of school admissions.

6. *Multiple Births:*

If the final place available at a school is offered to a twin or triplet and the remaining sibling/s would ordinarily be refused, places will be offered to the remaining sibling/s at the same school. Trust, voluntary aided, free and academies operate their own oversubscription criteria and they are explained in each school's individual arrangements.

7. *Deferred Entry:*

By law, a child has to be in receipt of full-time education from the start of the school term following their fifth birthday - this is called compulsory school age. Delaying a child's entry into school is called 'deferred entry'. Parents / carers can request to defer their child's entry to school to any date up until they are of compulsory school age. Parents / carers should apply for a place for their child in the normal way. Parents / carers can also request that their child takes up a place part time until they reach compulsory school age.

8. *Summer Born Children:*

Children born from the beginning of April to the end of August are known as Summer Born Children. They become of compulsory school age at the start of the term following their fifth birthday.