



**Leicestershire
County Council**



Your Guide to Primary Education in Leicestershire

2020-2021

For admissions entry September 2020 and mid-term
transfers during 2020-2021 academic year

Apply for a school place online



www.leicestershire.gov.uk/admissions



Apply for a school place online



www.leicestershire.gov.uk/admissions



Welcome

I am delighted to welcome you to this year's Your Guide to Primary Education for those children starting school for the first time from September 2020, and general mid-term primary aged transfers throughout the academic year 2020-21.

I am pleased to say that last year nine out of ten children secured their first preference school, with 97% securing one of their preferred schools. This shows it is always advisable to ensure you apply for three schools and it is prudent to include your catchment school amongst your three preferences.

The application process for first time entry from autumn 2020 opened 1st June 2019 and closes 15th January 2020. You must apply through the home Local Authority that you live in, and the best way is using the online system. You are advised to consider the following before making your application:

- Explore school websites and read their admissions policy and entry criteria;
- Visit and attend school open evenings and ask for a breakdown of last year's allocations, as this will give you an idea how the school filled under each criterion;
- Consider how you will get your child to and from school;
- To optimise your opportunity, apply for three schools and include your catchment school, even if as your third preference;
- By applying online you get a receipt email once you have submitted your form, it also means you will be notified by email on national offer date of 16th April 2020 (or next working day if a weekend).

**Please remember to apply by the national closing date of 15th January 2020.
You are also reminded that all late applications will have the lowest priority.**



May I remind you that if you are moving home and to avoid up-set, please check school availability before withdrawing your child from their current school. If you need to speak with anyone or have further questions, please contact the Council's Customer Services team on 0116 305 6684.

Finally, may I wish your child every success in their new school.

Yours sincerely

Jane Moore
Director of Children and Family Services



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Apply for a school place online



www.leicestershire.gov.uk/admissions



Useful Definitions

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

Academy status: Academies are publicly funded independent schools

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

CE: Church of England

CFS: Children and Family Services

CME: Children Missing Education

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

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

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

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

EHE: Elective Home Education

EMA: Education Maintenance Allowance

FE: Further Education

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

FTA: First time Admission

LA: Local Authority

LCC: Leicestershire County Council

OAA's: Own Admission Authority

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

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)

Autumn Term:

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

Spring Term:

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

Summer Term:

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

Customer Service Centre

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

Tel: 0116 305 6684

Monday, 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.



The closing date for FTAs and infant to junior transfers for entry September 2020 is **15th January 2020**.

General Introduction

The purpose of this booklet is to give parents and guardians a detailed explanation about 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 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).

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 for a school place online



www.leicestershire.gov.uk/admissions

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



Community, Trust, Faith and Academy Schools.

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 75 community primary schools and one secondary school.

All applications should be made online through the LA. For community schools the admissions criteria used is on page 14. 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. There are online tools to help you find a school near you:

- Find a school
- Your Guide to Education



KEY POINTS

- ✓ There is no automatic entry to your local school. You are required to complete an admission application
- ✓ To ensure that you are making the right preference for your child it is strongly recommended that you contact the school to arrange a visit before making an application
- ✓ All applications are considered in accordance with the published admissions criteria of the admitting authority
- ✓ On time applications will always be dealt with first
- ✓ National offer date for all first-time admissions and infant-junior admissions is: **16th April 2020 (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 2020**
- ✓ There are Leicestershire schools that have moved away from the Local Authority admissions policy and criteria. Parents are strongly advised to check the school's own policy



► 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.

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

FOR MORE INFORMATION ON SCHOOL READINESS, CHOOSING QUALITY CHILDCARE AND SUPPORT FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES, VISIT OUR ONLINE RESOURCES:

- **School readiness**
- **Find a childcare provider**
- **SEND support**



Leicestershire's Family Information Directory is a free and 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**.

Funded childcare places

All three and four year olds in England are entitled to 570 hours of funded childcare. This is usually taken

as a maximum of 15 hours a week over 38 weeks of the year, but can be taken as fewer hours over more weeks. Some two year olds are also eligible.

When your child is eligible

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

Additional funding

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

30 hours funded childcare

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

Find out more about Free Early Education Entitlement

Check if you are eligible for any support with childcare costs visit www.childcarechoices.gov.uk



“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

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 email homeeducation@leics.gov.uk or telephone 0116 305 2071.

In Leicestershire, primary and infant schools will be offering a school place for a child of 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.

How is primary sector schooling organised?

There are three different types of schools in the primary sector

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

Deferred or part-time starts

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

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

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

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



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

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

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

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

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

KEY AREAS CONSIDERED BEFORE A DECISION IS MADE MAY BE:

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

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

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

Apply for a school place online



www.leicestershire.gov.uk/admissions

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

Councillor Ivan Ould, Leicestershire County Council cabinet member for Children and Families



1 June FTA school applications open - 1 September Infant-Junior school applications open
15 January FTA and Infant-Junior school applications close - 16 April FTA and Infant-Junior school places offer day

▶ Applying for your Child's School Place

Entry September 2020 and transfer from Infant to Junior in September 2020 and for mid-term entry during academic year 2020-21

You may have visited a number of schools and decided on one you think is best for your child.

STILL DECIDING ON WHICH SCHOOLS TO VISIT OR APPLY FOR?

- ▶ Create a shortlist with the help of our online tool
- ▶ Search within a specific area using 'find a school'



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 it is important that you write down your username and password when applying online as you will need these to access your decision online on the 16th April 2020.

You also need your username and password if you wish to amend any aspect of your application prior to the closing date.

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 at

www.leicestershire.gov.uk/sites/default/files/field/pdf/2017/8/24/citizen-portal-portal-registration-changing-details.pdf

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

An application for a First-time Admission Infant-Junior place in a primary 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 primary school places. This is the case even if you wish to apply for a school in Leicestershire.

Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

If you are resident in Leicestershire you will need to complete the Leicestershire application form.

You can do this online at www.leicestershire.gov.uk/admissions and can express up to three preferences. This could include a request for a place in your catchment area school, any Leicestershire Community school, Academy or Free school, any Voluntary Aided, Foundation or Trust school or any school within another authority. This 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 priority order.

If you fail to name your catchment area school as one of your preferences a place will not automatically be offered at that school if all your other preferences are unsuccessful. This is because by then your catchment school may have been filled.

CHECKLIST



Make sure you are applying through the correct Local Authority

Ensure you can remember your username and password to access your details later

List up to three preferences including your catchment area school



► First-time Admissions and Infant to Junior Transfers

Co-ordination of First-time Admission/ Infant-Junior transfer

There are different arrangements 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 on the Local Authority FTA/ Junior transfer form you obtain from the relevant Local Authority. For more information visit our website www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place

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

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. For those schools who are own admission authority schools please refer to section 'School Admission Policies for own admission schools'.

Things to consider before applying:

- Each school caters as far as possible for the needs of the families in its neighbourhood.
- Make sure you apply for three school preferences to maximise your opportunity of securing a school of your preference.

- Visit schools when the pupils are there if you can and read the school's brochures or prospectus or look at their website.
- Take into account your child's wishes.
- Do not rely purely on someone else's opinion or experience.
- There is no guarantee of securing a place at your catchment school even if you apply on time.

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

Further information

The Headteacher of the school will be pleased to discuss your child's admission or you can get advice from the School Admissions Service, County Hall, Tel: **0116 305 6684**

Consider how your child will get to and from school. Find out from the Transport Department on **0116 305 0002** whether you may have to pay for transport

7,586 APPLICATIONS

FOR FIRST-TIME ADMISSIONS TO INFANT AND
PRIMARY SCHOOL PLACES FOR SEPT 2019

90.3%

SECURED THEIR

FIRST CHOICE

97.1%

SECURED ONE

OF THEIR TOP THREE CHOICES



How will I receive my offer of a school place?

If you have applied online you will get an email confirming that your offer of a school place is ready to be viewed online the same day decisions are released on 16th April 2020. You can then log in with your **username and password** for an instant result. If your application is turned down you will get an online response and a letter in the post.

If you have applied via a paper application form, your offer of a school place will be posted out to you from 16th April 2020. You should allow five working days for receipt of your letter. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

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.

Leicestershire will work in co-ordination with other admission authorities where you may have applied for a place, e.g. 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 asked to contact us to discuss alternative schools where there are places.



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

Want to find out more about what happens on offer day?



▶ Visit our school admissions web pages

Apply for a school place online



www.leicestershire.gov.uk/admissions



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



1 June FTA school applications open - **1 September** Infant-Junior school applications open -
15 January FTA and Infant-Junior school applications close - **16 April** FTA and Infant-Junior school places offer day

► What happens if my application was late?

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, and be classed as late.

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

If you have applied after the closing date, this includes having applied on time but have a change in circumstances, e.g. house move, you may not receive a decision on 16th April 2020. This is because the application may need to be re-assessed.

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

What happens if I am refused my school choices?

- You will automatically be added to an **Oversubscription List (OSL)** – please see above right.
- You will have the right to appeal the decision – please see page 18 for more information.
- You may also contact us to find out about alternative schools in the local area that have spaces.

Oversubscription waiting list (OSL)

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

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

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

VA, Trust, Academies and Free Schools maintain their own. Some of these schools opt for the LA to maintain their OSL (you will need to contact these schools directly to enquire where your child is on their OSL).

How is the OSL operated?

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

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

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



► Admissions criteria

For entry Autumn 2020 including mid-term applications during 2020 / 2021 academic year to Community Schools.

IMPORTANT!



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

All community schools and some academies will follow the LA criteria below.

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

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

ADMISSIONS CRITERIA 2020/21

1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who live in the catchment area. (See note iii).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv and v).
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 vi).
5th	Pupils who are attending a feeder school at the point of application. (See note vii).
6th	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).
7th	Pupils basing their application on religious belief. (See note viii).
8th	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 (including those previously in care outside of England) are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order Section 19 or special guardianship order).

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 'older 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 three or six above.

vi. If criterion four is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence. (This is dependent on documentary evidence by a Lead Professional)

vii. For criterion five above, the child must be on roll at the feeder school at the point of application.

viii. For criterion seven above, a letter of support from your Minister or Religious Leader will be required explaining how the school caters for your faith. For schools listed below, a Minister's letter is required to support the parent's application that verifies children are from a church going family, for example, who have attended a Christian place of worship at least once a month for a year prior to application;

This criterion only applies to the following CE VC schools:

Blaby Stokes C of E Primary
Broughton Astley Orchard C of E Primary
Castle Donington St Edward's C of E Primary
Coalville All Saints C of E Primary
Cossington C of E Primary
Fleckney C of E Primary
Hinckley St Mary's C of E Primary
Husbands Bosworth C of E Primary
Ibstock St Denys C of E Infant
Long Whatton C of E Primary
Measham C of E Primary
Quorn St Bartholomew's C of E Primary
Swannington C of E Primary
Swithland St Leonard's C of E Primary

ix. For criterion eight 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 (Map Info). Where there is equal distance then lots will be drawn, supervised by an independent officer.

IMPORTANT!

Late applications receive the lowest priority.





For more information please contact the School Admissions Service on **0116 305 6684**



► Mid-term transfers, applying for a school place at other times

Changing your child's school during the school year

You must apply to Leicestershire County Council if you are applying for a school within Leicestershire's geographical boundary

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).

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

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 in catchment movement will only be agreed if there are spaces available, or the conditions in 13.28 of the admissions policy are met. www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/school-policies

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

Own admissions authority schools may differ.



Things to consider before changing your child's school

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

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

IMPORTANT CONSIDERATIONS



How you will get your child to the new school



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



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



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



The loss of friendship groups which especially affects younger children

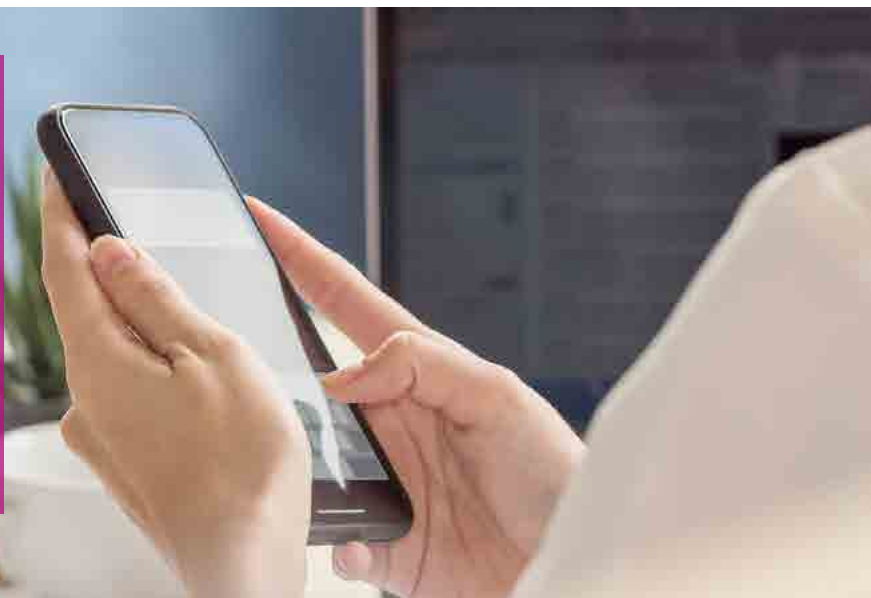


Always check schools' admissions policies on their websites

If you are moving house, to check availability of school spaces near your new address contact Customer Services (tel: 0116 305 6684).

NOTE:

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



If you are refused a school place you have the right to appeal

► The appeals procedure

In relation to school appeals the LA, through the County Council's Legal Services, conduct the appeals process for community schools.

Trust, Faith, Academy and Free Schools in some instances, engage the services of the LA to run their appeals.

If you decide to appeal

- You must have applied and been refused a school place before you can appeal.
- The best way to appeal is online at www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online
- These must be returned by the closing date to the County Solicitor. The County Solicitor will let you know when the appeal will be heard.
- You may attend the appeal hearing yourself, or with a friend if you wish. You may ask a representative to speak for you, or you can send a written statement.
- Your case will be considered by the Independent Appeals Panel which is independent of the Children and Family Services.

For some own admission authority schools you will have to lodge your appeal directly with the school.

Contact details of other local authorities surrounding the Leicestershire borders:

Leicester City: 0116 454 1009
www.leicester.gov.uk

Rutland: 01572 722 577
www.rutland.gov.uk

Coventry City: 024 7683 1511
www.coventry.gov.uk

Nottingham City: 0115 841 5568
www.nottinghamcity.gov.uk

Derby City: 01332 642 726
www.derby.gov.uk

Nottinghamshire: 0115 982 3823
www.nottinghamshire.gov.uk

Derbyshire: 01629 533 190
www.derbyshire.gov.uk

Staffordshire: 01785 278 593
www.staffordshire.gov.uk

Lincolnshire: 01522 782 030
www.lincolnshire.gov.uk

Warwickshire: 01926 410 410
www.warwickshire.gov.uk

Northamptonshire: 0300 1261 000
www.northamptonshire.gov.uk



► As a Parent

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/school-transport

Choose How You Move

www.choosehowyoumove.co.uk/schools

Beyond Bullying

www.beyondbullying.com

Family Information Directory (FID)

www.leicestershire.gov.uk/family-information-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

• Children Missing Education

Tel: 0116 305 2071

Email: cme@leics.gov.uk

Web: www.leicestershire.gov.uk/children-missing-from-education

• Children with Medical Needs

Tel: 0116 305 0262

Email: medicalneeds@leics.gov.uk

Web: www.leicestershire.gov.uk/education-for-children-with-medical-needs

• Court Team

Tel: 0116 305 6743

Email: pupilservicescourtteam@leics.gov.uk

Web: www.leicestershire.gov.uk/school-attendance

• Diocese of Leicester – Church of England

Tel: 0116 261 5302

Email: Carolyn.Lewis@LecCofE.org

Web: www.leicester.anglican.org

• Diocese of Nottingham – Catholic

Tel: 01332 293833 Ext 220

Email: neil.weightman@nottingham-des.org.uk

• Early Learning and Childcare Service

Tel: 0116 305 6545

Email: family@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 5755

Email: homeeducation@leics.gov.uk

Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education

• Family Learning

Tel: 0116 305 6500

Email: adultlearning@leics.gov.uk

Web: www.leicestershire.gov.uk/golearn

• First Response Children's Duty Team

Tel: 0116 305 0005

Email: childrensduty@leics.gov.uk

Fax: 0116 305 0011

Web: www.lrsb.org.uk/childreport

• Free School Meals

Tel: 0116 305 6588 / 0116 305 7093

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: lsms@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
- **Performance Licences and Chaperones**
Tel: 0116 305 6597 / 0116 305 6544 / 0116 305 7820
Email: childreninentertainment@leics.gov.uk
Web: www.leicestershire.gov.uk/child-employment
- **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
- **School Admissions**
Tel: 0116 305 6684
Email: admissions@leics.gov.uk
Web: www.leicestershire.gov.uk/admissions
- **Specialist Teaching Service**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: <https://resources.leicestershire.gov.uk/specialist-teaching-services>
- **Student Finance**
Tel: 0300 100 0607
Web: www.gov.uk/student-finance
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.turning-point.co.uk

Key Dates

School Terms & Holidays

Academic Year 2020-2021

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

First-time Admission to Infant/Primary Schools and from Infant to Junior Schools (entry September 2020)

1st June 2019:

The application process for first-time admissions begins for Autumn 2020.

1st September 2019:

Transfer from infant to junior school application process begins for Autumn 2020.

15th January 2020:

Closing date for submission of applications for first-time admission and transfer from infant to junior school.

16th April 2020:

First-time admission/infant to junior school transfer decision results posted to parents/posted on line.

First-time admission and infant to junior school over-subscription lists operate where schools are full.

June/July 2020:

Begin processing mid-term applications for transfer into existing year groups Autumn 2020.

31st December 2020:

Over-subscription lists for first-time admission and infant to junior transfer for 2020 close.

Other Useful Information

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 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:

Helen Bakewell, Inclusion Manager,
Inclusion Team, County Hall, Glenfield,
Leicester LE3 8RF. Email cme@leics.gov.uk
or telephone 0116 305 2071.

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.

School complaints

The Local Authority doesn't have any role in 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.

If you're still not satisfied after going through all the steps in the complaints procedure, you can

contact Ofsted (Office for Standards in Education, Children's Services and Skills) or the Department of Education. See **GOV.UK** for more information.

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
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.
Email: medicalneeds@leics.gov.uk or
telephone 0116 305 0262.

Fair Access

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

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

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



Interested in fostering?

Call Leicestershire County Council today to see how
you can fit fostering into your life **0116 305 05 05**

FosteringLeicestershire.com

0116 305 0505

fosteringandadoption@leics.gov.uk



fosteringleicestershire



@leicscountyhall



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