



Applying for
your child's

primary/infant school

place

2015/16



Leicester
City Council

Choice
Advice
Service
Leicester

Here to help you!

The Choice Advice Service provides free impartial and independent advice and information on all aspects of school admissions including the secondary transfer process.

You can contact your Choice Advisor on:

0116 257 4990 or

choiceadvice@valonline.org.uk or

www.parentpartnershipleicester.org.uk or

www.facebook.com/choiceadvice

Your Choice Advisor can assist you by:

- Explaining the Admissions process
- Helping you to complete forms
- Helping you make sure your school preferences are informed and realistic
- Helping you to find other information about schools
- Providing information and advice on the admissions appeal process
- Arranging translation and interpretation services if needed

Your Choice Advisor cannot offer or guarantee school places or influence the secondary school allocation process. They will guide you through the admissions process but they will not make decisions on your behalf.

Support can be provided by telephone or through face to face meetings.

Please see page 10 for times of your local Parent Support Sessions

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Are you entitled to FREE school meals?

CALL NOW



If you are receiving Child Benefit and one of the benefits listed below you MAY be entitled to claim free school meals:

Income Support ■ Income Based Job Seekers Allowance ■ NASS ■ Guaranteed Element of Pension Credit ■ Income related Employment Support Allowance ■ Child Tax Credit ONLY (not Working Tax Credit), with a GROSS annual income as assessed by the HMRC that does not exceed £16,190.

Collect an application form from your child's school Visit Customer Services, 91 Granby Street, Leicester. Call Client Services on:

0116 454 1009 or visit:
www.leicester.gov.uk/freeschoolmeals



How to contact us

Visit a Customer Service Centre

Customer Service Centre 91 Granby Street Leicester LE1 6FB	Monday	8.30am - 5.00pm
	Tuesday	8.30am - 5.00pm
	Wednesday	9.30am - 6.00pm
	Thursday	8.30am - 5.00pm
	Friday	8.30am - 4.30pm

New Parks Customer Service Centre New Parks Centre 321 Aikman Avenue Leicester LE3 9PW	Monday	8.30am - 5.00pm
	Tuesday	8.30am - 5.00pm
	Wednesday	8.30am - 4.30pm
	Thursday	8.30am - 5.00pm
	Friday	8.30am - 4.30pm

Saffron Lane Customer Service Centre 499 Saffron Lane Leicester LE2 6UQ	Monday and	
	Thursday	8.30am - 5.00pm
	Friday	8.30am - 4.30pm
	<i>(Tuesday and Wednesday closed)</i>	

Charnwood Customer Services Merlyn Vaz Health & Social Care Centre 1 Spinney Hill Road, Leicester LE5 3GH	Tuesday and	
	Wednesday	8.30am - 5.00pm
	<i>(Monday, Thursday and Friday closed)</i>	

Phone: 0116 454 1009 *(option 1)*

E-mail: admissions.online@leicester.gov.uk

Write: School Admissions Service, Leicester City Council,
91 Granby Street Leicester, LE1 6FB

Timetable for applying for a primary/infant school place

Date	Event
Week commencing 3 November 2014	Information packs distributed to parent/carers of pupils born between 1 September 2010 and 31 August 2011.
6 November 2014	On line application process opens
15 January 2015	Applications deadline You must submit your application by this date. Applications received after this date will be treated as late.
16 April 2015	Allocation day for on time applications This is when we will notify you of the school your child has been allocated
June to July 2015	Admission appeals by parents who have been refused a school place for their child at any of their preferred schools are held during this period

How to apply

An application for a place in a primary/infant school must be made to the local authority where your child lives (even if you are applying for a school in another local authority). If you wish to apply for a Leicester city school but you don't live in the city you must apply to your own local authority.

The **easy** way to apply is online at leicester.gov.uk/admissionsonline. If you do not have access to the internet, you may wish to visit your local library where internet access is free (see page 60 for library opening times). You can apply online anytime up to midnight on the 15 January 2015 at: leicester.gov.uk/admissionsonline. If you need help to apply online there are drop in sessions at local venues where someone will assist you with your application – see page 10 for details.

There are lots of advantages to applying online:

- You can apply at any time before midnight 15 January 2015.
- It is quick, safe and completely secure.
- You will receive an email to say that we have received it, giving you peace of mind.
- There are clear simple prompts to guide you through making your application.
- You also have the option of receiving your offer of a school place by email.
- You can make changes to your online application right up to the time of the closing date. (Remember to re-submit if you make any changes).
- On the offer day you will be sent an email telling you the result of your application. Paper applicants have to wait for a letter.

It is important to keep a record of your unique identification number, user name and password to be able to make modifications to your application should you wish to. You may find it helpful to record them below for safe keeping.

Unique identification number:

User name:

Password:

If you do not have a computer at home you can use a computer free of charge in your local library.

If you do not have an email account you'll need to set one up. For help on how to do this, visit learnmyway.com/get-started/email and follow the instructions. If you cannot apply online contact us on 0116 454 7009 for a paper form – you must still submit your application by **15 January 2015**.

Get your application in on time!

It is your responsibility to ensure that your application is received by us by the **closing date of 15 January 2015**.

Applications received after this date, will be considered as late.

If we receive your application late, you are less likely to be offered a place at your preferred school. This is because on time applications are considered before late applications and consequently schools may be full before late applications are considered. You should keep a copy of your online receipt.

Changing your application information

If you wish to make changes to your application your new application will only be considered as on time if you submit it before the deadline of **15 January 2015**. If you change your preferences after the closing date, and it alters the ranking of your preferences, this will be dealt with as a late application.

A change made after that date will only be accepted as being on time if there is a genuine reason for doing so – for example if there has been a recent unplanned change of address. Proof of this will be required.

Applying after the closing date

After the closing date any changed or new applications must be submitted using a paper application form. The online facility is not available after the closing date.

Moving House

If your family is in the process of moving house you must still apply by the closing date – **15 January 2015**, giving your child's current address (at the time of application) in order for your application to be considered. If you have not yet moved to Leicester, you must apply via your home local authority by **15 January 2015**.

If you move before we send out the allocation letters on **16 April 2015**, you must inform us and send evidence of your new address so that we can make sure that your allocation is correct. If you change address and your new address benefits your application, we may ask to see proof to show that you are a genuine resident. We need this information to prevent places being gained by fraud.

We need to see the end of tenancy or proof of sale of the original property and tenancy agreement for the new property or proof of purchase for the new property; for example a solicitor's letter about the completion of the sale and the exchange of contracts. If this information is insufficient or inconclusive, the council can request further information.

If you move into the city and cannot show proof as above, the residency will be calculated using the furthest point to the city boundary from the school applied for.

We won't accept informal accommodation arrangements with family or friends unless there are very special circumstances and we will need to see supporting proof.

Admission authorities have the right to withdraw the offer of a school place up to one term after admission, if it is shown that it was obtained on the basis of a fraudulent or misleading application.

Online application help sessions

Venue	Date	Time
Braunstone Community Primary	8 Jan	11.15 am - 12.30 pm
Beaumont Lodge Primary	11 Dec	8.30 - 9.30 am
Caldecote Community Primary	3 Dec	11.30 am - 12.30 pm
Catherine Infant School	24 Nov	8.30 - 9.30 am 12.30 - 1.30 pm
Forest Lodge Primary	12 Nov	11.30 am - 12.30 pm
Hazel Community Primary	8 Jan	11.45 am - 1.00 pm
Hope Hamilton C of E Primary	5 Nov	3.15 - 4.15 pm
Humberstone Infant School	To be confirmed (contact Choice Advice for date / time)	
Inglehurst Junior School	To be confirmed (contact Choice Advice for date / time)	
King Richard III Infant School	26 Nov	8.30 - 9.30 am
Marriott Primary	19 Nov	8.30 - 9.30 am
Mayflower Primary	11 Nov 12 Nov	12.30 - 1.30 pm 9.00 - 10.00 am
Medway Community Primary	27 Nov 1 Dec	9.00 - 11.00 am 12.30 - 2.30 pm
Mellor Community Primary	To be confirmed (contact Choice Advice for date / time)	
Merrydale Infant School	8 Dec	11.15 am - 1.00 pm
Mowmacre Hill Primary	2 Dec	11.30 am - 12.30 pm
Northfield House Primary	10 Nov	3.00 - 4.00 pm
Sacred Heart Catholic Primary	20 Nov	8.30 - 9.00 am
Spinney Hill Primary	25 Nov	11.30 am - 1.30 pm
Sparkenhoe Community Primary	27 Nov	11.20 am - 12.30 pm
Stokes Wood Primary	13 Nov	11.00 am - 1.00 pm
St Barnabas C of E Primary	18 Nov	1.30 - 3.00 pm
St Mary's Fields School	17 Nov	8.30 - 9.30 am 12.30 - 1.30 pm
Taylor Primary	11 Dec	11.30 am - 12.30 pm
Uplands Infants	To be confirmed (contact Choice Advice for date / time)	

It is hoped that additional sessions at other schools will be added. For further dates please contact Sue Dales on 0116 2574900 or email choiceadvice@valonline.org.uk or look for updates on the website www.parentpartnershipleicester.org.uk

Which schools can I apply for?

If your child lives in Leicester city you must apply through us for any state funded school in England. If you live outside Leicester you must apply to the local authority in which you live, even if you want to apply for a Leicester city school. The responsibility for making decisions about who qualifies for a school place depends on the type of school but all such decisions are based on the school's published admission arrangements.

Community and voluntary controlled schools

These schools all follow the local authority's admissions criteria.

Academies, voluntary aided and free schools

The governing bodies of the following schools are the admission authorities for these schools and they set and publish their own admissions criteria and decide which children to allocate places to.

Academies:

- Mowmacre Hill Primary School
- Queensmead Academy
- The Samworth Enterprise Academy
- St Thomas More Catholic Voluntary Academy
- St Joseph's Catholic Voluntary Academy
- Sacred Heart Catholic Voluntary Academy

Voluntary Aided (VA) Schools:

- Christ the King Catholic Primary School
- Holy Cross Catholic Primary School
- St Patrick's Catholic Primary School
- St John the Baptist C of E Primary School
- Belgrave St Peter's C of E Primary School
- Hope Hamilton C of E Primary School

Free Schools:

- Krishna Avanti Primary School
- The Falcons Primary School

If you are applying for any of the voluntary aided schools, academies or free schools, you **must** complete the schools' own **supplementary information form** as well as applying to Leicester City Council and return it to them to enable the governing body of the school to assess your application correctly. The supplementary information form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information forms from our website or the schools themselves.

Catchment areas

All addresses in the city are located within the catchment area of a community school. In the past most children whose parents applied on time for their catchment area school were offered a place. This is because children living in the catchment area have a relatively high priority (criteria 3 and 4) within the oversubscription criteria. However you must list your catchment area school as one of your preferences if you want to be as sure as possible of getting a place there. We will not automatically offer your catchment area school.

Information was sent out to parents of children who are first time admissions informing them which is their child's catchment area community school.

If you want a place at your catchment area school you still have to apply for it. Please be aware that your closest school may not be your catchment area school.

If you did not receive a letter from us telling you which is your catchment area school you can phone us and we will tell you.

We strongly advise you against guessing what your catchment area school is. Similarly you should not accept what other people tell you is your catchment area school as they may provide you with the wrong information.

Things to consider before submitting your application

You should apply for up to three schools. To help you decide which schools you want to apply for you should:

- Find your catchment area school. (This information is in the letter which was sent at the beginning of November 2014 to parents/carers).
- Read the oversubscription criteria for schools, (on pages 35 to 53). These are used to determine which children will be allocated places at a school if there are more applications than places available.
- When considering which schools to apply for you may want to look at other sources of information such as the school performance tables or recent school inspection reports.

The Office for Standards in Education (OFSTED) is responsible for inspecting schools. They inspect the quality of education provided and their findings are published on ofsted.gov.uk

School performance tables are found at education.gov.uk/performance-tables

- Consider how your child will get to your preferred schools and any transport issues which may arise.
- Consider how popular the school is and your child's chances of getting a place there. Look at the information for individual schools (starting on page 25). In addition look at the schools' oversubscription admission criteria on pages 35 to 53.
- If you want a place at the school where your child attends nursery you must still apply. Please note attendance at nursery is not taken into account in the allocations process.

This information can help you to identify realistic preferences.

Guidance on completing your application

Section 1 - Parent/carer pupil details

It is essential that this information is correct; please let us know as soon as possible if it is not. The address of your child shown on your application when you submit it to us should be your child's current permanent address at the time of application. In the case of split households, the address of the person who receives the Child Benefit. At the time of application means the closing date for applications - **15 January 2015.**

We do not accept informal accommodation arrangements with family and friends unless there are very special circumstances and we will need to see supporting proof. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

If you change address and this leads to a change in your catchment area, we will need to see proof to show that you are genuinely at your new address. We need this information to prevent places being gained fraudulently. We will need to see documents relating to the end of a tenancy or proof of sale of the original property as well as a new tenancy agreement or proof of purchase for the new property. An example of the sort of documents we may ask to see is a solicitor's letter about the completion of the sale and the exchange of contracts. If this information is insufficient or inconclusive, the council can request further information.

We have the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or misleading application.

Section 2 - School preferences

You have the legal right to tell us which schools you would **prefer** your child to attend.

You should use all of your three preferences and one ought to be your catchment area school. There is no advantage in listing fewer than three schools and **we strongly recommend that you list three schools.** This is because if you list just one school and your application is unsuccessful, you will have no say in the school you are allocated because we will allocate you the nearest school with places available.

However if you list three preferences there is more chance we will be able to offer you one of your preferred schools.

Please note if you put a second or third preference, this will not jeopardise your chance of getting your first preference.

Rank your chosen schools in order of preference, for example first, second and third choice as this will help your chances of getting a place in your preferred school.

We cannot guarantee that you will automatically get your preferred choice but in the past most parents who applied on time have been offered a place at their preferred school.

If you have not listed your catchment area school and we cannot offer you any of your preferred schools you could be allocated a school some distance from your home, if nearer schools have received more applications than there are available places. To be as sure as you can that a place at a local school will be available to you we advise you to list your catchment area school as one of your three preferences.

Do not list the same school more than once - we will not give your preference greater consideration because you have listed it more than once.

You need to tell us **reasons for your preferences.** If you do not provide us with the correct information in your application, it may affect the school that you are allocated, for example if your child has a sibling connection with the school. Please write in the boxes any additional information which you feel will support your preference (for example catchment area or siblings).

Section 3 – Household information and sibling connection

It is important that this information is correct as we use this to contact you throughout the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Education Act 1996.

Most schools in Leicester, including all of the community schools, give a level of priority to siblings. For this criteria to apply there must be a sibling already at the school you are applying for at the time of your application and at the time your child joins the school.

If you do not provide information on your application about relevant siblings then this will be to your disadvantage. Please note that siblings attending the nursery at a school are not taken into account for the purposes of the sibling link.

The definition of sibling which we use for community schools is a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case the child should be living in the same family unit at the same address. Please note that sibling does not include cousins. This rule also applies if you are applying for an infant school place and your child has a sibling in the adjacent junior school as follows:

- Catherine Infant and Catherine Junior schools
- Humberstone Infant and Humberstone Junior schools
- Inglehurst Infant and Inglehurst Junior schools
- Merrydale Infant and Merrydale Junior schools
- Overdale Infant and Overdale Junior schools
- Uplands Infant and Uplands Junior schools.

If you are including a voluntary aided school, academy or free school among your preferences, you may wish to check their definition of siblings

When you make your application you will need to include your council tax reference number taken from the Council Tax bill that covers the period April 2014 to March 2015.

Section 4 - Declaration

You need to confirm that all the information you have provided on your application is correct at the time of submission and that you have not deliberately given any false information. The application must be completed by a person with legal responsibility for the child. **If you give false information you must expect the offer of a school place to be withdrawn.**

Leicester City Council, as the responsible admissions authority, reserves the right to verify any address given as the child's permanent address in order to ensure that it is allocating places appropriately and fairly. On occasions we do ask for evidence to validate information.

If you are submitting additional information or evidence to support an online application please remember to include your child's name, date of birth and Unique

Identification Number (UID). This will ensure that we can match your additional information to your application.

Supplementary information forms

If you are including a voluntary aided school, academy or free school among your preferences you also need to complete a supplementary information form and return it directly to the school. All Supplementary Information Forms must be returned to the relevant school by **15 January 2015** if you want your application to be considered on time. In addition the local authority application **must** be submitted by the closing date. The supplementary information form is not an application form but it is an important part of the process.

How we process your application

We treat each of your preferences as a separate application, regardless of the order you have listed them in.

Community schools

If schools receive more applications than they have places available, we use oversubscription criteria to decide who will be offered a place. Places are allocated to those who best meet the published admission criteria.

Voluntary aided schools, academies, free schools and schools outside Leicester

If you have listed a voluntary aided school, academy or free school we will send your application details to the relevant school as the school governors are the admissions authority for these schools. If a school receives more applications than they have places available, the governors will use their own oversubscription criteria to decide how to allocate places.

If you have applied for a school outside Leicester we will send your application to the relevant local authority where the school is located. The other local authority will then tell us if they can allocate your child a place.

When we send your application details to the other schools or local authorities we do not send them information relating to any of your other preferences including how you have ranked them.

Only one offer of a school place for each child

If your child qualifies for a place at more than one of the schools you have asked for, we will look at how you ranked your preferences (i.e. first, second and third) and offer the highest preference school at which your child has qualified for a place. Lower preferences will be withdrawn.

If your child qualifies for a place at only one of the schools on your list, we will offer a place at that school.

It is important that you list three, different, preferences.

There are unfortunately a small number of children who are not offered a place at any of the schools they have listed. This is because the places were allocated to other children who fulfilled the admission criteria better.

Example of how the preference system works

First preference school	Child did not qualify	School place refused Applicant can appeal. Child added to waiting list
Second preference school	Child did qualify	School place offered
Third preference school	Child did qualify	Child did qualify Preference is no longer required so application is withdrawn

As can be seen from this example it is important you list the three schools you want in order of preference.

- If you live in Leicester and we have not been able to allocate your child a place at any of your preferred schools, or if you have not submitted an application, we will offer your child a place at the nearest school with available places.
- If you do not live in Leicester and we have not been able to allocate your child a place at any of their preferred city schools, we will not offer your child a place at any school. You will need to contact the local authority where you live as it is their responsibility to provide you with a school place.

Letting you know

Leicester city residents

Online applicants will be notified by email on 16 April 2015 if they have requested this facility on their application. You can also log onto the system from this date. Consequently these applicants receive their information before applicants who submit paper/postal applications.

If you applied by post we will post a letter to you on 16 April 2015, (2nd class) informing you at which school we have offered your child a place.

If you have not received notification by 24 April 2015, please contact us on 0116 454 1009 and we will send a copy of the offer letter to you.

What can you do if you do not get the school place you want?

Waiting list

If we are unable to offer you any of your preferences your child will be automatically placed on the waiting list for these schools. We hold and maintain the waiting list for the city's community and voluntary controlled primary and infant schools. Voluntary aided schools, academies and free schools hold their own lists and you should contact them directly if you have any queries relating to their waiting lists.

If a place becomes available at a school it will be offered to the first child on the waiting list. A child's position on the waiting list is determined using the relevant oversubscription criteria for a particular school.

It is important to understand that a child can move up the waiting list (for example, if a child higher on the list is offered a place) as well as down the list (for example, if a child who meets the published admission criteria better than your child requests to go on to the list).

We will contact you if your child is at the top of a waiting list and a place becomes available. You can also contact us to take your child's name off a waiting list should you wish to.

There are a few infrequent exceptions which take precedence over the normal waiting list arrangements. For example Leicester City Council has a Fair Access Protocol which ensures that children in particular circumstances without a school place take precedence over children on a waiting list.

Admission appeals

We understand that it can be very disappointing if you are not allocated a place at your preferred school. You have the right to appeal against the decision not to offer your child a place at any of the schools you were refused a place at. If you are refused any of your preferences we will send you information about how to appeal when we write to you on 16 April 2015.

You may appeal for a place at more than one school but you must have applied for a place at the school and been refused to be eligible to appeal. If we have withdrawn any of your preferences because we were able to offer you a higher preference school you will not be able to appeal for a place at any of those schools withdrawn by us.

Even if you are not satisfied with the school we have offered you and you are appealing for another school you should not reject the place offered to your child. This ensures that your child has a school place if the appeal is unsuccessful.

Transferring between primary or infant schools

Once your child has joined a primary or infant school a transfer to another school is not normally recommended. This is because changing school is likely to have a negative impact on the continuity of a child's education. We would therefore recommend that you work with your child's current school to resolve any issues that you may be concerned about.

If, after careful consideration, you would still like to continue with your request to transfer your child to another city primary or infant school, you will be asked to complete a School to School Transfer Request form and take it to your child's current school for them to complete their part. We will process your application when we receive the completed School to School Transfer Request form from the school.

Moving into the area

If you are either moving into the city or having recently moved to the city and are looking for a primary school place part way through the school year, please contact us to ask about places.

Home to school transport

The council has a duty to ensure that every child in the city has access to a school place; for some children the council has a legal duty to provide free home to school transport.

Most parents/carers send their children to the school in their catchment area, or to the nearest available school. The council provides free transport to the nearest available eligible school for any full-time pupil when there is no school place available within the statutory walking distance as stated in the Education Act 1996. Please see the table for statutory entitlement information on page 22.

Nearest suitable school

If your child is attending school full-time, but has no school within walking distance of your home where we can make suitable arrangements for them to attend, we will help with transport to the nearest suitable school. We will give help up to the end of compulsory school age - this is the end of the school year in which your child reaches the age of 16.

We issue bus passes where appropriate and we arrange special contract transport if public transport is not available. If you choose to send your child to a school which is further away, even though we can make suitable arrangements for your child to attend at a school within walking distance, we will not normally provide help with transport. However, if your child is entitled to free school meals, or you are in receipt of the maximum entitlement of Working Tax Credit, transport may be provided, see table over the page for details.

Please remember that if your entitlement to free school meals or the highest level of Working Tax Credit stops we will withdraw this free transport and it will be your responsibility to pay for any transport costs to get your child to school.

If your child is not entitled to free transport, you are responsible for making travel arrangements to and from school.

Medical transport

Transport may be given on medical grounds, if the request is supported by medical evidence.

School transport – statutory entitlement.

The following table explains the council’s statutory duty to provide school transport to primary age children.

Pupils up to the age of eight (year 3).	Free transport to the nearest available eligible school if it is more than two miles walking distance from home.
Pupils between the ages of eight and 16 (years four - 11).	Free transport to the nearest available eligible school if it is more than three miles walking distance from home.
Pupils aged between eight and ten (years four - six) who are eligible for free school meals or whose parents are in receipt of the maximum level of Working Tax Credit	Free transport to the nearest available eligible school if it is more than two miles walking distance from home.
Pupils with Special Educational Needs, disability or mobility issues (aged four -16).	Free transport to the nearest eligible school, where the pupil lives within the statutory walking distance from school and where, due to relevant documented special needs or disability or mobility issues, they are unable to walk in reasonable safety, even when accompanied. Transport will be provided to pupils who have a statement of special educational need which sets out a clear requirement for free transport to the school specified in the statement.
Pupils who live within the statutory walking distance who are unable to walk in safety to school because of the nature of the route (aged four -16).	Free transport to the nearest eligible school where the pupil lives within the statutory walking distance from school and where, due to the nature of the route, they are unable to walk in reasonable safety even when accompanied.

Delaying school entry

A child **has** to be educated from the start of the school term following their 5th birthday – this is called compulsory school age.

Delaying your child’s entry into school is called ‘deferred entry’. You can request to defer your child’s entry to school to any date up until they are of compulsory school age. Please apply for a place for your child in the normal way. You can also request that your child takes up a place part time until they reach compulsory school age.

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. For summer born children this is almost a full school year after the point at which they could first be admitted.

Children born from the beginning of April to the end of August reach compulsory age on 31 August. Parents can request that their 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.

Parents should discuss this as soon as possible with the schools they are interested in applying for and the local authority. 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.

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. Local authorities will also have a complaints procedure.

Children with Special Educational Needs

All schools make provision to support children who have special educational needs (SEN). Some children have a Statement of SEN and may attend either a mainstream school or a special school. If your child has a Statement of SEN, before indicating your preference for a school place, you may find it helpful to discuss the position with either the Casework Officer on 0116 454 2050 or the Parent Partnership Service on 0116 257 5027. Please note that you should still apply to us for a school place before 15 January 2015.

Please do not include Special Schools amongst your preferences as places at these schools are allocated by the Special Education Service. Mainstream schools will seek to accommodate pupils with physical disabilities wherever possible. However, by their very nature some buildings are more suitable than others. Parents of children requiring wheelchair access should contact the individual school to check their suitability. Leicester's Strategy for Change means that the needs of pupils with Special Educational Needs and disabilities are taken into account when new schools are being built.

Primary/Infant schools in Leicester

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mr T Foster Abbey Primary Community School 109, Ross Walk, Leicester LE4 5HH Tel: (0116) 266 1809 Fax: (0116) 261 1543 E-mail: office@abbey.leicester.sch.uk www.abbey.leicester.sch.uk	90	170	see Pg 35
Mr J McGowan Alderman Richard Hallam Primary School Avebury Avenue, Leicester LE4 0FQ Tel: (0116) 262 4003 Fax: (0116) 253 0328 E-mail: office@aldermanrichardhallam.leicester.sch.uk	120	166	see Pg 35
Mrs N Kandola Avenue Primary School Avenue Road Extension, Leicester LE2 3EJ Fax & Tel: (0116) 270 8326 E-mail: office@avenue.leicester.sch.uk www.avenue.leicester.sch.uk	75	141	see Pg 35
Mr K Lacey Barley Croft Primary School Malham Close, Leicester LE4 0UT Tel: (0116) 235 9008 Fax: (0116) 235 3497 E-mail: office@barleycroft.leicester.sch.uk www.barleycroft.leicester.sch.uk	45	78	see Pg 35
Ms D Solla Beaumont Lodge Primary School Astill Lodge Road, Leicester LE4 1DT Tel: (0116) 236 6925 Fax: (0116) 236 6823 Email: office@beaumontlodge.leicester.sch.uk www.beaumontlodge.leicester.sch.uk	30	58	see Pg 35
Mrs E Miller Belgrave St. Peter's C of E Primary School Thurcaston Road, Leicester LE4 5PG Tel: (0116) 266 5790 Fax: (0116) 268 0511 Email: admin@belgrave.leicester.sch.uk www.belgrave.leicester.sch.uk	30	40	Page 43
Ms J Mahil Braunstone Community Primary School (School with additional resources for moderate learning difficulties (KSI only) Cort Crescent, Leicester LE3 1QH Tel: (0116) 285 8130 Fax: (0116) 254 7704 E-mail: abowles@braunstone.leicester.sch.uk www.braunstone.leicester.sch.uk	60	85	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mrs A Smith Braunstone Frith Primary School Liberty Road, Leicester LE3 6NN Tel: (0116) 287 2487 Fax: (0116) 287 4020 Email: office@braunstonefrith.leicester.sch.uk www.braunstonefrith.leicester.sch.uk	90	108	see Pg 35
Mr K Judd Buswells Lodge Primary School Beauville Drive, Leicester LE4 OPT Tel: (0116) 235 2129 Fax: (0116) 234 1550 Email: office@buswellslodge.leicester.sch.uk www.buswellslodge.leicester.sch.uk	60	102	see Pg 35
Mr M Alcock Caldecote Community Primary School Hallam Crescent East, Leicester LE3 1FF Tel: (0116) 282 4482 Fax: (0116) 240 5840 Email: office@caldecote.leicester.sch.uk www.caldecote.leicester.sch.uk	90	92	see Pg 35
Mrs N Basson Catherine Infant School Ulverscroft Road, Leicester LE4 6BY Tel: (0116) 262 5422 Fax: (0116) 251 1636 Email: office@catherine-inf.leicester.sch.uk www.catherine-inf.leicester.sch.uk	110	149	see Pg 35
Ms N Jassat (Acting Head) Charnwood Primary School Nedham Street, Leicester LE2 0HE Tel: (0116) 251 6574 Fax: (0116) 253 9564 Email: office@charnwood.leicester.sch.uk www.charnwood.leicester.sch.uk	60	133	see Pg 35
Mr M Fitzwilliam Christ The King Catholic Primary School (Aided) Glenfield Road, Leicester LE3 6DF Tel: (0116) 285 7261 Fax: (0116) 254 0896 Email: office@ctk.leicester.sch.uk www.ctkleicester.co.uk	90	150	See Pg 40
Mr N Bruen Coleman Primary School Gwendolen Road, Leicester LE5 5FS Tel: (0116) 249 0109 Fax: (0116) 273 3419 Email: office@coleman.leicester.sch.uk www.coleman.leicester.sch.uk	90	148	see Pg 35
Sara McAdam Dovelands Primary School Hinckley Road, Leicester LE3 0TJ Tel: (0116) 285 7716 Fax: (0116) 255 8558 Email: office@dovelands.leicester.sch.uk www.dovelands.leicester.sch.uk	70	217	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mrs J Griffin Evington Valley Primary School Evington Valley Road, Leicester LE5 5LL Tel: (0116) 273 6971 Fax: (0116) 273 3461 Email: admin@evingtonvalley.leicester.sch.uk www.evingtonvalley.leicester.sch.uk	45	113	see Pg 35
Kerry Hill Eyres Monsell Primary School Simmins Crescent, Leicester LE2 9AH Tel: (0116) 277 3855 Fax: (0116) 273 8761 Email: admin@eyresmonsell.leicester.sch.uk www.eyresmonsell.leicester.sch.uk	60	81	see Pg 35
Falcons' Primary School PO Box 10183 Leicester LE3 7DH Tel: 07506 977602	60	19	see Pg 51
Claire Caldwell Forest Lodge Primary School Charnor Road, Leicester LE3 6LH Tel: (0116) 287 1220 Fax: (0116) 287 4590 Email: office@forestlodge.leicester.sch.uk www.office@forestlodge.leicester.sch.uk	90	81	see Pg 35
Mr R Stone Fosse Primary School Balfour Street, Leicester LE3 5EA Tel: (0116) 251 9261 Fax: (0116) 251 2841 Email: office@fosse-pri.leicester.sch.uk www.fosse-pri.leicester.sch.uk	45	105	see Pg 35
Mr M Dix Glebelands Primary School Chancel Road, Leicester LE4 2WF Tel: (0116) 234 0010 Fax: (0116) 235 7515 Email: office@glebelands.leicester.sch.uk www.glebelands.leicester.sch.uk	40	62	see Pg 35
Mr P Fowler Granby Primary School Granby Road, Leicester LE2 8LP Tel: (0116) 283 2013 Fax: (0116) 229 8162 Email: info@granby.leicester.sch.uk www.granby.leicester.sch.uk	60	129	see Pg 35
Mrs T Lower Green Lane Infant School Spinney Hill Road, Leicester LE5 3GG Fax & Tel: (0116) 262 7050 Email: office@greenlane.leicester.sch.uk www.greenlane.leicester.sch.uk	90	163	see Pg 35

Headteacher	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Postal Address Mrs Gillian Blatherwick Hazel Community Primary School Hazel Street, Leicester LE2 7JN Tel: (0116) 233 8411 Fax: (0116) 233 4591 Email: office@hazel.leicester.sch.uk www.hazel.leicester.sch.uk	45	59	see Pg 35
Mr L Venning Heatherbrook Primary School Astill Lodge Road, Leicester LE4 1BE Tel: (0116) 235 7721 Fax: (0116) 234 1262 Email: office@heatherbrook.leicester.sch.uk www.heatherbrook.leicester.sch.uk	30	43	see Pg 35
Mr U Patel Herrick Primary School Lockerbie Avenue, Leicester LE4 7NJ Tel: & Fax: (0116) 266 5656 Email: office@herrick.leicester.sch.uk www.herrick.leicester.sch.uk	60	92	see Pg 35
Mrs J Ridgewell Highfields Primary School Pluto Close, Leicester LE2 0UU Tel: (0116) 253 1382 Fax: (0116) 262 1651 Email: office@highfields-pri.leicester.sch.uk www.highfields-pri.leicester.sch.uk	45	96	see Pg 35
Miss J Christy Holy Cross Catholic Primary School Stonesby Avenue, Leicester LE2 6TY Tel: (0116) 283 3135 Fax: (0116) 222 3615 Email: office@holycross.leicester.sch.uk www.holycross.leicester.sch.uk	30	60	see Pg 37
Mrs J Farnell Hope Hamilton C of E Primary School (Aided) Sandhills Avenue, Leicester LE5 1LU Tel: (0116) 276 6121 Fax: (0116) 276 6122 Email: admin@hopehamilton.leicester.sch.uk www.hopehamilton.leicester.sch.uk	45	YES	see Pg 46
Yusuf Cambell (Interim Headteacher) Humberstone Infant School Main Street, Humberstone, Leicester LE5 1AE Tel: (0116) 276 7648 Fax: (0116) 276 5860 Email: office@humberstone-inf.leicester.sch.uk www.humberstone-inf.leicester.sch.uk	90	163	see Pg 35
Ms J Pickering Imperial Avenue Infant School Imperial Avenue, Leicester LE3 1AH Tel: (0116) 282 4503 Fax: (0116) 282 7457 Email: office@imperialavenue.leicester.sch.uk www.imperialavenue.leicester.sch.uk	90	189	see Pg 35

Headteacher	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Postal Address Ms K Parsons Inglehurst Infant School Ingle Street, Leicester LE3 9FS Tel: (0116) 262 2479 Fax: (0116) 262 5191 Email: office@inglehurst-inf.leicester.sch.uk www.inglehurstinfants.org.uk	75	166	see Pg 35
Mrs J Higgins Kestrels' Field Primary School Maidenwell Avenue, Hamilton, Leicester LE5 1TG Tel: (0116) 246 1732 Fax: (0116) 246 3850 Email: admin@kestrelsf.leicester.sch.uk www.kestrelsf.leicester.sch.uk	120	144	see Pg 35
Mrs J Barrett King Richard III Infant and Nursery School Andrewes Street, Leicester LE3 5PA Tel: (0116) 262 1905 Fax: (0116) 242 2236 Email: office@kingrichards.leicester.sch.uk www.kingrichards.leicester.sch.uk	60	190	see Pg 35
Mrs H Tarokh Knighton Fields Primary School Knighton Fields Road West, Leicester LE2 6LG Tel: & Fax: (0116) 233 0666 Email: office@knightonfields.leicester.sch.uk www.knightonfields.leicester.sch.uk	30	67	see Pg 35
Yvonne Waring Krishna-Avanti Primary School (Free School) Spencefield Lane, Evington, Leicester LE5 6HN Tel: (0116) 241 9880 Email: info@krishna-avanti-leicester.org.uk www.krishna-avanti-leicester.org.uk	60	87	see Pg 49
Mr Z Mohammed Linden Primary School Headland Road, Leicester LE5 6AD Tel: (0116) 273 8435 Fax: (0116) 273 0824 Email: office@linden.leicester.sch.uk www.linden.leicester.sch.uk	90	115	see Pg 35
Mrs S Crichton Marriott Primary School Marriott Road, Leicester LE2 6NS Fax & Tel: (0116) 283 2433 Email: office@marriott.leicester.sch.uk www.marriott.leicester.sch.uk	45	71	see Pg 35
Mr G Millinship Mayflower Primary School Evington Drive, Leicester LE5 5PH Tel: (0116) 273 7504 Fax: (0116) 273 7801 Email: office@mayflower.leicester.sch.uk www.mayflowerprimary.org.uk	60	167	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Kathryn Falconer Medway Community Primary School St Stephen's Road, Leicester LE2 1GH Tel: (0116) 254 4811 Fax: (0116) 254 3738 Email: office@medway.leicester.sch.uk www.medway.leicester.sch.uk	60	103	see Pg 35
Ms K Hammond Mellor Community Primary School Checketts Road, Leicester LE4 5EQ Tel: (0116) 294 6098/6099 Fax: (0116) 221 2798 Email: office@mellor.leicester.sch.uk www.mellor.leicester.sch.uk	90	118	see Pg 35
Mark Tipple-Johnson Merrydale Infant School Claydon Road, Leicester LE5 0PL Tel: (0116) 276 7593 Fax: (0116) 276 1116 Email: office@merrydale-inf.leicester.sch.uk www.merrydale-inf.leicester.sch.uk	90	132	see Pg 35
Mr A Owens Montrose Primary School Wigston Lane, Aylestone, Leicester LE2 8TN Tel: (0116) 283 2328 Fax: (0116) 283 9069 Email: office@montrose.leicester.sch.uk www.montrose.leicester.sch.uk	60	161	see Pg 35
Mrs S O'Mara Mowmacre Hill Primary School Tedworth Green, Leicester LE4 2NG Tel: (0116) 235 6350 Fax: (0116) 236 4687 Email: office@mowmacrehill.leicester.sch.uk www.mowmacrehill.leicester.sch.uk	60	71	see Pg 35
Mr T Garland (Acting Head) Northfield House Primary School Northfield Road, Leicester LE4 9DL Tel: (0116) 276 7761 Fax: (0116) 274 2060 Email: office@northfieldhouse.leicester.sch.uk www.northfieldhouse.leicester.sch.uk	50	64	see Pg 35
Ms P Maksymiw Overdale Infant School Eastcourt Road, Leicester LE2 3YA Tel: (0116) 288 2724 Fax: (0116) 257 0323 Email: admin@overdale-inf.leicester.sch.uk www.overdale-inf.leicester.sch.uk	90	176	see Pg 35
Ms C Evans Parks Primary School New Parks Crescent, Leicester LE3 9NZ Tel: (0116) 287 2414 Fax: (0116) 287 7008 Email: office@parks.leicester.sch.uk www.parksprimary.org	60	109	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mr A Clarke Queensmead Primary Academy Winstanley Drive, Leicester LE3 1PF Tel: (0116) 285 8518 Fax: (0116) 255 4696 Email: admin@queensmeadacademy.org www.queensmead.net	60	74	see Pg 35
D Toon Rolleston Primary School Hillsborough Road, Leicester LE2 9PT Tel: (0116) 278 2300 Fax: (0116) 277 3262 Email: office@rolleston.leicester.sch.uk www.rolleston.leicester.sch.uk	60	71	see Pg 35
Mrs J Virk Rowlatts Hill Primary School Baldestone Close, Leicester LE5 4ES Tel: (0116) 276 8812 Fax: (0116) 276 4346 Email: office@rowlattshill.leicester.sch.uk www.rowlattshill.leicester.sch.uk	45	60	see Pg 35
Mrs D Bailey Rushey Mead Primary School Gipsy Lane, Leicester LE4 6RB Tel: (0116) 266 1114 Fax: (0116) 261 2920 Email: office@rusheymead-pri.leicester.sch.uk www.rusheymead-pri.leicester.sch.uk	90	107	see Pg 35
Mr G A Hirst Sacred Heart Catholic Voluntary Academy Mere Close, Leicester LE5 3HH Tel: (0116) 262 4418 Fax: (0116) 253 8230 Email: office@sacredheart.leicester.sch.uk www.sacredheart.leicester.sch.uk	60	57	see Pg 37
Mrs A Dhillon Sandfield Close Primary School Sandfield Close, Leicester LE4 7RE Tel: (0116) 266 0333 Fax: (0116) 268 0087 Email: office@sandfieldclose.leicester.sch.uk www.sandfieldclose.leicester.sch.uk	90	98	see Pg 35
Mrs B Kent Scraptoft Valley Primary School New Romney Crescent, Leicester LE5 1NH Tel: (0116) 241 3444 Fax: (0116) 241 7889 Email: admin@scraptoftvalley.leicester.sch.uk www.scraptoftvalley.leicester.sch.uk	60	86	see Pg 35
Mrs G Patel Shenton Primary School Dunlin Road, Leicester LE5 3FP Tel: (0116) 262 8778 Fax: (0116) 253 0793 Email: office@shenton.leicester.sch.uk www.shenton.leicester.sch.uk	60	97	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mrs C Henderson Slater Primary School Slater Street, Leicester LE3 5AS Tel: (0116) 262 4587 Fax: (0116) 253 7409 Email: office@slater.leicester.sch.uk www.slater.leicester.sch.uk	23	52	see Pg 35
Ms K Falconer (Executive Head) Miss R Jones (Head of School) Sparkenhoe Community Primary School Saxby Street, Leicester LE2 0NE Tel: (0116) 251 2686 Fax: (0116) 262 1816 Email: office@sparkenhoe.leicester.sch.uk www.sparkenhoe.leicester.sch.uk	60	124	see Pg 35
Mr A Moore-Stow Spinney Hill Primary School & Community Centre Ventnor Street, Leicester LE5 5EZ Tel: (0116) 273 7047 Fax: (0116) 273 8807 Email: admin@spinneyhill.leicester.sch.uk www.spinneyhill.leicester.sch.uk	90	121	see Pg 35
Ms S Poole St. Barnabas C of E Primary School St Barnabas Road, Leicester LE5 4BD Tel: (0116) 276 7612 Fax: (0116) 246 0124 Email: admin@st-barnabas.leicester.sch.uk www.st-barnabas.leicester.sch.uk	43	113	see Pg 47
Mr A Marshall St. John the Baptist C of E Primary School (Aided) East Avenue, Leicester LE2 ITE Tel: & Fax: (0116) 270 9932 Email: office@st-john.leicester.sch.uk www.st-john.leicester.sch.uk	68	138	see Pg 44
Mrs A Leslie St. Joseph's Catholic Voluntary Academy Armadale Drive, Leicester LE5 1HF Tel: & Fax: (0116) 241 6197 Email: office@st-josephs.leicester.sch.uk www.st-josephs.leicester.sch.uk	40	60	see Pg 37
Mrs C Browne St. Mary's Fields School Heyworth Road, Leicester LE3 2DA Tel: (0116) 282 4623 Fax: (0116) 289 9752 Email: office@st-marysfields.leicester.sch.uk www.st-marysfields.leicester.sch.uk	60	130	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mr M Olszewski St. Patrick's Catholic Primary School Harrison Road, Leicester LE4 6QN Tel: (0116) 266 1149 Fax: (0116) 261 1356 Email: school.office@st-patricks.leicester.sch.uk www.st-patricks.leicester.sch.uk	30	67	See Pg 37
Mrs P Mason St. Thomas More Catholic Voluntary Academy Newstead Road, Leicester LE2 3TA Tel: (0116) 270 6365 Fax: (0116) 270 6365 Email: office@st-thomasmore.leicester.sch.uk www.thomasmoreprimary.org.uk	40	99	See Pg 37
Mrs K Gadsby Stokes Wood Primary School Blacklett Avenue, Leicester LE3 9BX Tel: (0116) 287 5305 Fax: (0116) 232 1032 Email: office@stokeswood.leicester.sch.uk www.stokeswood.leicester.sch.uk	60	109	see Pg 35
Mr C Hassall Taylor Road Primary School Taylor Road, Leicester LE1 2JP Tel: (0116) 262 4597 Fax: (0116) 262 1562 Email: office@taylor.leicester.sch.uk www.taylor.leicester.sch.uk	90	133	see Pg 35
Ms P Dubas The Samworth Enterprise Academy Trenant Road, Leicester LE2 6UA Tel: (0116) 278 0232 Fax: (0116) 278 8783 Email: office@samworthenterpriseacademy.org www.samworthenterpriseacademy.org	60	85	See Pg 53
Mrs C Adederin Thurnby Lodge Primary School Dudley Avenue, Leicester LE5 2EG Tel: (0116) 241 3086 Fax: (0116) 241 3165 Email: office@thurnbylodge.leicester.sch.uk www.thurnbylodge.leicester.sch.uk	30	62	see Pg 35
Mrs M Orton Uplands Infant School Melbourne Road, Leicester LE2 0DR Tel: & Fax: (0116) 262 5280 Email: office@uplands-inf.leicester.sch.uk www.uplandsinfant.org.uk	120	210	see Pg 35

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	The number of preferences received by the deadline date	Admission Criteria
Mrs A Boychuk Whitehall Primary School Whitehall Road, Leicester LE5 6GJ Tel: (0116) 241 3087 Fax: (0116) 243 1120 Email: office@whitehall.leicester.sch.uk www.whitehallprimary.co.uk	90	212	see Pg 35
M Collins (Acting head) Willowbrook Primary School Roborough Green, Leicester LE5 2NA Tel: (0116) 241 3756 Fax: (0116) 241 9669 Email: office@willowbrook.leicester.sch.uk www.willowbrook.leicester.sch.uk	60	98	see Pg 35
Mrs H King Wolsey House Primary School Beaumont Leys Lane, Leicester LE4 2BB Tel: (0116) 266 7566 Fax: (0116) 268 1463 Email: office@wolseyhouse.leicester.sch.uk www.wolseyhouse.leicester.sch.uk	90	137	see Pg 35
Mrs E Lambert Woodstock Primary School Hattern Avenue, Leicester LE4 2GZ Tel: (0116) 235 5825 Fax: (0116) 236 8277 Email: office@woodstock.leicester.sch.uk www.woodstockprimary.org.uk	90	103	see Pg 35
Mrs M O'Dell Wyvern Primary School Wyvern Avenue, Leicester LE4 7HH Tel: (0116) 266 1408 Fax: (0116) 266 6782 Email: info@wyvern.leicester.sch.uk www.wyvern.leicester.sch.uk	60	91	see Pg 35

Oversubscription criteria

If a school receives more applications than they have places available, an oversubscription criteria is used to decide who are offered places. The number of places available is called the Published Admission Number (PAN).

All community primary/infant schools in the city have the same oversubscription criteria and these have been decided by the City Council.

The voluntary aided and voluntary controlled schools as well as the academies and free schools all have their own oversubscription criteria.

All the schools' oversubscription criteria are shown on pages 35 to 53. If you wish to see a particular school's full admission arrangements you should contact the school or look on their website.

Oversubscription criteria for all community primary schools and Queensmead Primary Academy

1. Children in the care of a local authority or who were previously in the care of a local authority. (See note 1)
2. Children who are on the list of children subject to child protection plans and need to attend an alternative school to avoid the abuser.
3. Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
4. Other children living in the catchment area at the time of application and admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
6. Children of parents / carers fleeing Domestic Violence. (Subject to verification by a senior social worker or current city council procedures for housing reallocation in cases of recognised domestic violence).
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date.

Note 1

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

Note 2

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step 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.

If a school's Published Admission Number is exceeded within a category then a tie-break will be used.

Within each criterion priority will be given to children who live closest to the school.

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

In the unlikely 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 local authority not involved in the administration of school admissions.

In the case of 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.

Oversubscription Criteria for:

- **Sacred Heart Catholic Voluntary Academy**
- **St Joseph's Catholic Voluntary Academy**
- **St Thomas More Catholic Voluntary Academy**
- **Holy Cross Catholic Voluntary Aided Primary School**
- **St Patrick's Catholic Voluntary Aided Primary School**

Where schools have more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly. Children who have a Statement of Special Educational Needs which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (see notes 1 and 2).
2. Catholic (see note 2) children living in the parish(es) served by the school
3. Catholic (see note 2) children living outside these parish(es)
4. Other children who are classed as looked after or previously looked after children (see note 1).
5. Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England'. (See note 3).
6. Other children and those for whom no Supplementary Form has been received

First priority in all categories will be given to siblings (see note 4) that is, children who will have brothers or sisters attending the school at the proposed time of admission.

In Categories 1 - 3, priority (after sibling priority) will be given to children whose parents / carers have completed and returned a Mass Verification Form if this has been issued.

Tie breaker

If any of the categories remain oversubscribed, preference will be given to children living nearest to the school (measured in a straight line from the front door of the child's home to the school's main entrance). Distance measurements will be supplied by the local authority.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by drawing lots.

Note 1

Definition of looked after children or previously looked after children

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 2

Definition of Catholic

- A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic Church
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

Note 3

Churches Together in England

(See churches-together.org.uk for further details on membership)

- | | |
|---|--|
| ● The Baptist Union | ● Council of Oriental Orthodox Churches |
| ● British Antiochian Orthodox Church | ● Ichthus Christian Fellowship |
| ● Cherubim and Seraphim Council of Churches | ● Independent Methodist Churches |
| ● The Church of England | ● Joint Council for Anglo-Caribbean Churches |
| ● Church of God Prophecy | ● Lutheran Council of Great Britain |
| ● Church of Scotland (in England) | ● The Methodist Church |
| ● Congregational Federation | ● United Reform Church |
| ● Coptic Orthodox | ● Wesleyan Holiness Church |
| ● Council of African and Caribbean Churches | |

Note 4

Definition of brothers and sisters (siblings)

The governors of each school use the same definition as used by the local authority.

Note 5

Place of residence

The governors of each school use the same definition as used by the local authority.

Note 6

Parents / carers

The governors of each school use the same definition as used by the local authority. For information on which parishes are served by a particular school please contact the school.

Oversubscription criteria for Christ the King Catholic Voluntary Aided Primary School

Where the school has more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have a Statement of Special Educational Needs which names Christ the King Catholic Primary School will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (see notes 1 and 2).
2. Catholic children who will have a sibling (see note 3) attending the school at the time of admission and submit a mass verification form to show that they attend mass weekly.
3. Catholic (see note 2) children living in the parish(es) of Blessed Sacrament, Mother of God or St Peter's
4. Catholic children who will have a sibling (see notes 2 and 3) attending the school at the time of admission and do not submit a mass verification form to show that they attend mass weekly.
5. Catholic (see note 2) children living outside the parish(es) of Blessed Sacrament, Mother of God or St Peter's
6. Other children who are classed as looked after or previously looked after children (see note 1).
7. Other children who will have a sibling (see note 3) at the school at the time of admission
8. Other children and those for whom no supplementary form has been returned.

Priority in Categories 1, 3 and 5 will be given to those children who attend Mass weekly with their parent(s), with a carer or with a close family member and who have completed the Mass Verification Form. Thereafter Governors will apply the distance tie breaker.

Tie breaker - distance

If any of the above categories are oversubscribed, preference will be given to children living nearest to the school measured in a straight line from the front door of the child's home to the school's main entrance.

Note 1

Definition of looked after children or previously looked after children

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made and who will still be looked after at the time when he / she is admitted to school or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 2

Definition of Catholic

- A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic church
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records). Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

Note 3

Definition of sibling (brothers and sisters)

Sibling includes; step, foster or half-brother/sister living at the same address.

Note 4

Place of residence

The governors of each school use the same definition as used by the local authority.

Note 5

Parents/carers

The governors of each school use the same definition as used by the local authority.

Oversubscription criteria for

Belgrave St Peter's C of E Voluntary Aided Primary School.

If there are more applications than there are places available, children will be offered places according to the following criteria in order of priority:

- 1 Children who are designated as children in care or previously in care at the closing date for applications.
- 2 Children of parents, or those with parental responsibility, who are active members of the Church of England or any other Christian Church. (A letter will be needed from the minister of the church they attend).
- 3 Children with siblings who are attending the school on the day that the new child will be admitted.
- 4 Children of parents, or those with parental responsibility, who are active members of a faith community other than Christian. (A letter from their religious leader in support of the application will be requested).
- 5 Children of parents who request in writing that they wish their children to be educated in a Christian environment.

For definitions on the above criteria please contact the school.

Oversubscription criteria for

St John the Baptist C of E Voluntary Aided Primary School

In accordance with Government legislation (Section 324 of the Education Act 1996) the Governing body will admit children who have a Statement of Special Educational Needs (or Education Health and Care Plan) that names St John the Baptist Primary School as the appropriate school.

Then the governors will consider all applications and offer places according to the following admission criteria, listed in order of priority:

1. 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 section 22(1) of the Children Act 1989); or who was (c) a looked after child immediately prior to becoming subject to an adoption, residence, or special guardianship order.
2. A child with a brother or sister at the school at the date of intended admission. Brother or sister includes a full brother or sister (or adopted brother or sister), whether or not resident at the same address. It also includes a half-brother, half-sister, step-brother, step-sister, or the son or daughter of the parent/carer's partner, in each case where the child for whom the school place is sought is being brought up as a sibling in the same family unit at the same address.
3. A child whose application is supported by a letter from their priest, minister or religious leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of the church of St. John the Baptist (Clarendon Park), the Church of the Nativity (Aylestone Park), or of any Church of England church, or of another Christian church as recognised by Churches Together in England.
4. A child whose application is supported by a letter from their faith leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of a place of worship within another faith.

5. A child whose application is supported by a certificate (copy submitted with the application) showing that child to have been baptised in the Church of England, or baptised or dedicated in any Christian church as recognised by Churches Together in England (see below).

6. All other children.

It is the applicant's responsibility to ensure that any certificates (copies, not originals please) and/or letter of support are submitted together with the application. For definitions of the above criteria please contact the school.

Priority under the admissions criteria is cumulative. Where several applications have equal priority, they are ranked by distance from the school. This will be the straight line distance between the main entrance to the school and the child's usual place of residence, with those living closest to the school receiving the highest priority. Where two or more applications are still tied, even after application of the above distance criterion, the place will be allocated by random allocation administered by the Governing Body's Admissions Committee.

Churches Together in England:

- Church of England Salvation Army
- The Baptist Union of Great Britain Roman Catholic Church
- Council of African and Afro-Caribbean Churches Free Churches' Council
- Independent Methodist Churches Moravian Church
- Lutheran Council of Great Britain Methodist Church
- Religious Society of Friends United Reform Church
- Russian Orthodox Church Cherubim and Seraphim Council of Churches
- Ichthus Christian Fellowship Greek Orthodox Church
- Council of Oriental Orthodox Christian Churches Joint Council for Anglo-Caribbean Churches
- New Testament Assembly Wesleyan Holiness Church

Oversubscription criteria for

Hope Hamilton C of E Voluntary Aided Primary School.

In accordance with government legislation the Governing Body will admit children who have a Statement of Special Educational Needs that names Hope Hamilton Primary as the appropriate school.

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children - Children who are in care of the local authority pursuant to section 31 3c of the Children Act 1989, or children accommodated by the local authority pursuant to Section 20 of the Children Act 1989 or were previously looked after children. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or special guardianship order).
2. Foundation - Children whose parents, or those with parental responsibility, who are active members of the Church of England or any other Christian Church. (A letter will be needed from the minister of the church they attend).
3. Sibling - Children with a brother or sister at the school on the intended day that the new child will be admitted. Brother or sister includes half brother, half sister, step-brother, step-sister, adopted brother or sister, or the son or daughter of the parent/carer's partner, in each case where the child for whom the school place is sought is being brought up in the same family unit at the same address.
4. Community - Children who live in the priority area (catchment area) for the school at the time of application and admission.
5. Other Children - Distance will be measured in a straight line from the front door of the child's normal place of residence to the main entrance of the school. Distance measurements will be supplied by the local authority geographical information system.

Tie break

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, random allocation will be used. This process will be independently verified.

Oversubscription criteria for

St Barnabas C of E Voluntary Controlled Primary School

1. Children in the care of a local authority or who were previously in the care of a local authority. (See note 1)
2. Children who are on the list of children subject to child protection plans and need to attend an alternative school to avoid the abuser.
3. Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
4. Other children living in the catchment area at the time of application and admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
6. Children whose parents are basing their application on religious convictions.
7. Children of parents / carers fleeing Domestic Violence. (Subject to verification by a senior social worker or current city council procedures for housing reallocation in cases of recognised domestic violence).
8. Other children whose parents have requested a place.
9. Children whose parents did not request a place by the closing date.

Note 1

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

Note 2

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step 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.

If a school's Published Admission Number is exceeded within a category then a tie break will be used.

Within each criterion priority will be given to children who live closest to the school.

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

In the unlikely 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 local authority not involved in the administration of school admissions.

In the case of 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.

Oversubscription criteria for Krishna Avanti Primary School

Where there are more applications for places than the number of places available, places will be offered according to the 'community' and 'faith' oversubscription criteria set out below.

After the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order within each of the two entry streams (community children and faith children):

Community children (non-faith places) -- 30 places

1. Children who are looked after or were previously looked after as defined in paragraph 1.7 of the School Admissions Code 2012
2. Siblings of children who will be attending the school at the start date of the new entrant
3. Children who live the shortest distance to school gate (measured in a straight line)
If the school is oversubscribed overall but undersubscribed within the faith category below, additional community children will be admitted until the admission number of 60 is met.

Hindu children (faith places) -- 30 places

1. Children from practising Hindu families who are looked after or were previously looked after, as defined in paragraph 1.7 of the School Admissions Code 2012
2. Up to 10 children from practising ISKCON families, as defined below and identified on the supplementary application form (SIF)
3. Children from other practising Hindu families, as defined below and identified on the SIF, who live the shortest distance to school gate (measured in a straight line)

If the school is oversubscribed overall but undersubscribed within the 'community' category above, additional 'faith' children will be admitted until the admission number of 60 is met.

Tie break

If a tie-break occurs within faith criteria above, in order to determine which child is admitted, priority will be given to those who live the shortest distance to the school gate (measured in a straight line).

Where two or more applicants live equidistant from the school and places cannot be offered to all children, the places will be offered using random allocation in the presence of an independent witness.

Twins and multiple births:

In cases where only one place is available and twins (or other multiple birth children) tie for that place both (or all) will be offered a place even if this exceeds the Planned Admission Number.

ISKCON and Other Hindu Places

Evidence of either of these two categories of faith application (if claimed) is provided by applicants on the Supplementary Information Form (SIF). Applicants must complete the relevant parts of the form and then ask an authorised officer at their local temple to countersign the form.

ISKCON helped to establish the school. Priority (after looked after children or previously looked after children from Hindu families) is therefore given for up to 10 places to children who worship with their families at an ISKCON centre. The other faith places are for other Hindu children.

Oversubscription criteria for Falcons Primary School

The Falcons Primary School is a new school that will open in August 2014. The location of the school is not yet confirmed.

Those children whose statement of special educational needs (SEN) names the school in their statement will be admitted first.

Where the school is oversubscribed the school will split the applications by faith and non faith and rank the application in accordance to the following oversubscription criteria:

Sikh faith criteria. (30 places - see note 1 below)

1. Children of Sikh faith that are looked after, or were previously looked after (see note 2).
2. Sikh children with exceptional medical, social or welfare needs (see note 3).
3. Sikh children with older siblings attending at the same time (see note 4).
4. Sikh children living nearest to the school (see notes 5 and 6)

Non-Sikh faith criteria (30 places)

1. Children of non-Sikh faith that are looked after, or were previously looked after (see note 2)
2. Children with exceptional medical, social or welfare needs (see note 3)
3. Children with older siblings attending at the same time (see note 4)
4. Children living nearest to the school (see notes 5 and 6)

Note 1

Sikh faith applicants, in addition to completing the school application form (for in year applications) or Leicester City Council's common application form (for first time admission to reception year) must forward directly to the Akaal Education Trust, a letter from their Sikh Gurdwara (acknowledged Sikh place of worship) confirming the applicant has a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib Ji and that they regularly attend a Gurdwara.

Note 2

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). A previously looked after child is one who was looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A letter from the last local authority the child was in care with confirming the child was in care will be required. The length of time in care is irrelevant.

Note 3

For criterion 2, the application must be accompanied with professional supporting documentation that confirms the reasons or supports why an application for a place at the school is needed.

Note 4

Siblings include brothers or sisters including half brother or sister or legally adopted children, but does not include cousins living at the same address. The sibling must be an older sibling attending the school at the same time.

Note 5

Nearest distance is measured in a straight line from where the home (permanent residence see definitions below) meets a public highway to the school's main front gate, using a computerised map tool.

Note 6

Should it be necessary to operate a tie-breaker the place will be awarded by a process of random selection i.e. lots will be drawn by someone independent of the school.

Oversubscription criteria for The Samworth Enterprise Academy

After the admission of pupils with Statements of Special Educational Needs where The Samworth Enterprise Academy is named on the statement, the criteria will be applied in the following order:

Admissions to Foundation 2

- a. Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 Looked After Children
- b. Children with a professionally supported medical or social need for a place at The Samworth Enterprise Academy who live in the Designated Geographical Area (DGA)
- c. Children of parents living in the DGA
- d. Children whose siblings currently attend The Samworth Enterprise Academy and who will continue to do so on the date of admission.
- e. Children on the basis of proximity to the school using straight line measurement from the main entrance of The Samworth Enterprise Academy to the main entrance of the child's home.

Criteria e) will act as a tie break in the event of the admission number being reached through criteria a) to d)

Definitions

Children are siblings if they are half, full or adoptive brother or sister or if they are children living in the same household.

Living means that the child's home address is that where the child spends the majority of time and is living with the person who has parental responsibility and/or is the main carer set out in the Children Act 1989. If a child regularly lives at more than one address, the main address when allocating places will normally be taken as the address where Child Benefit is paid and / or where the child is registered with a doctor.

Frequently asked questions

Q1 What happens if I apply after 15 January 2015?

A1 Your application will be considered after those received on time. You may not get a place in the school you want.

Q2 What happens if I do not apply?

A2 We will allocate a place at the nearest school to your home where there are places available after we have dealt with all other applications. Your child could have to travel a considerable distance to school and it is unlikely to be your catchment area school.

Q3 What happens if I do not tell you about siblings attending any of my preferred schools in September 2015?

A3 If you do not tell us you have siblings in any of your preferred schools we will not check to find out. This means your application could be ranked against a lower criteria. As a result you may miss out on a place at one or all of your preferred schools which otherwise you may have been offered.

Q4 My child goes to a nursery or pre school at the school where I want them to attend full time. Will I automatically get a place there?

A4 No. You must still apply for a school place. In addition, attendance at nursery or pre school is not taken into account in the allocations process.

What is the home address?

A5 The home address is your child's main place of residence at the time of application. Throughout the admissions process we reserve the right to investigate any address given on the application form.

You must inform us promptly if your address changes as this will affect your application.

Q6 What happens if I give a false address on my application form or move home without telling the admissions service?

A6 It is important you give accurate information. If you give a false address or do not tell us when you move home we may withdraw the offer of a school place. Your original application would then be reassessed using the correct information by which time many schools will be full.

Q7 Can I apply for a school in the county and also in Leicester city?

A7 Yes. If you live in Leicester city you must send your application to Leicester City School Admissions Service. You can list county and city schools on your application. We will work with the county allocations team to make sure they consider your application. If you live in Leicester city, Leicester City Council is responsible for informing you of the school you have been allocated.

Q8 When will you let me know if I have the school I want?

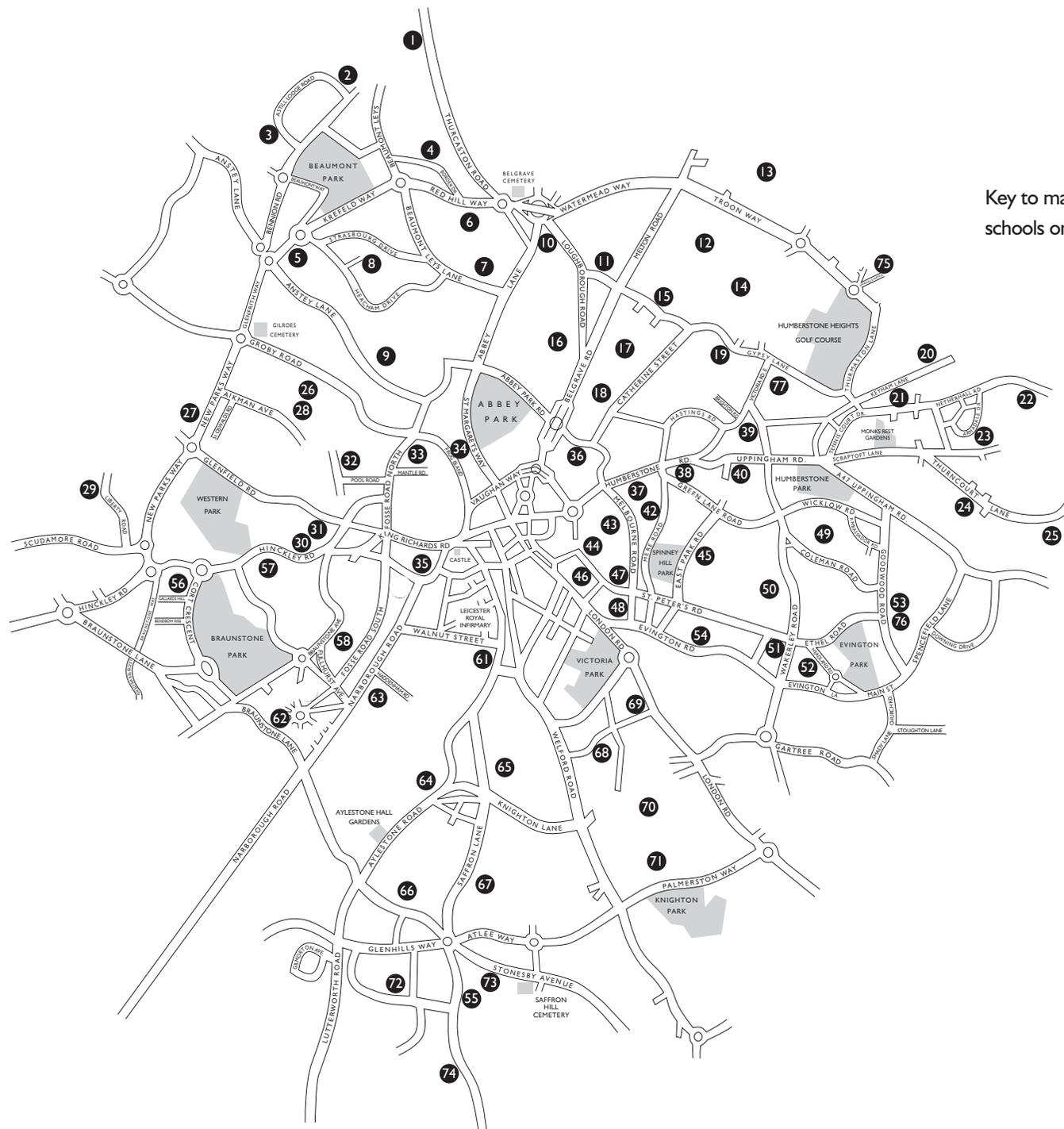
A8 If you have requested to receive an email notification when applying online you will receive your decision by email on 16 April 2015. In addition all applicants will be notified by letter posted on 16 April 2015 by second class mail. If you have not received a letter by Thursday 23 April 2015 please contact us. If you live outside Leicester city, your own local authority will write to you to offer you a school place.

Q9 If I cannot apply online what can I do?

A9 Help sessions are available – see page 10. Computers are also available free of charge at your local library – see page 60. A paper application is available on request.

Q10 Can I check which catchment area I live in?

A10 Yes. If we did not inform you by letter you can contact us and we will tell you.



Key to map of schools on pages 58 - 59

Key to map of primary/infant schools in *alphabetical* order

Abbey	16	Mayflower	51
Alderman Richard Hallam	9	Medway	48
Avenue	68	Mellor	11
Barleycroft	8	Merrydale Infant	39
Beaumont Lodge	2	Montrose	66
Belgrave St Peters	10	Mowmacre Hill	4
Braunstone	56	Northfield House	19
Braunstone Frith	29	Overdale Infant	71
Buswells Lodge	5	Parks Primary	28
Caldecote	62	Queensmead	57
Catherine Infant	18	Rolleston	74
Charnwood	43	Rowlatts Hill	49
Christ the King	31	Rushey Mead	15
Coleman	50	Sacred Heart	42
Dovelands	30	Sandfield Close	13
Evington Valley	54	St. Barnabas	40
Eyres Monsell	72	St. John's	69
Falcons' Primary	77	St. Joseph's	23
Forest Lodge	27	St. Mary's Fields	63
Fosse	33	St. Patrick's	17
Glebelands	1	St. Thomas More	70
Granby	64	Scraptoft Valley	22
Green Lane	38	Shenton	37
Hazel	61	Slater	34
Heatherbrook	3	Sparkenhoe	46
Herrick	12	Spinney Hill	45
Highfields	44	Stokes Wood	26
Holy Cross	73	Taylor	36
Hope Hamilton	75	The Samworth Academy	55
Humberstone Infant	21	Thurnby Lodge	24
Imperial Avenue Infant	58	Uplands Infant	47
Inglehurst Infant	32	Whitehall	53
Kestrels' Field	20	Willowbrook	25
King Richard III Infant	35	Wolsey House	7
Knighton Fields	65	Woodstock	6
Krishna Avanti	76	Wyvern	14
Linden	52		
Marriott	67		

Key to map of primary/infant schools in *numerical* order

1	Glebelands	39	Merrydale Infant
2	Beaumont Lodge	40	St. Barnabas
3	Heatherbrook	42	Sacred Heart
4	Mowmacre Hill	43	Charnwood
5	Buswells Lodge	44	Highfields
6	Woodstock	45	Spinney Hill
7	Wolsey House	46	Sparkenhoe
8	Barleycroft	47	Uplands Infant
9	Alderman Richard Hallam	48	Medway
10	Belgrave	49	Rowlatts Hill
11	Mellor	50	Coleman
12	Herrick	51	Mayflower
13	Sandfield Close	52	Linden
14	Wyvern	53	Whitehall
15	Rushey Mead	54	Evington Valley
16	Abbey	55	The Samworth Academy
17	St. Patrick's	56	Braunstone
18	Catherine Infant	57	Queensmead
19	Northfield House	58	Imperial Avenue Infant
20	Kestrels' Field	61	Hazel
21	Humberstone Infant	62	Caldecote
22	Scraptoft Valley	63	St. Mary's Fields
23	St. Joseph's	64	Granby
24	Thurnby Lodge	65	Knighton Fields
25	Willowbrook	66	Montrose
26	Stokes Wood	67	Marriott
27	Forest Lodge	68	Avenue
28	Parks Primary	69	St. John's
29	Braunstone Frith	70	St. Thomas More
30	Dovelands	71	Overdale Infants
31	Christ the King	72	Eyres Monsell
32	Inglehurst Infant	73	Holy Cross RC
33	Fosse	74	Rolleston
34	Slater	75	Hope Hamilton
35	King Richard III Infant	76	Krishna Avanti
36	Taylor	77	Falcons' Primary
37	Shenton		
38	Green Lane Infant		

Local Library opening hours

	Monday	Tuesday
Aylestone Library Aylestone Leisure Centre, 2 Knighton Lane East, LE2 6LU (0116) 233 3040	8am - 8pm	8am - 8pm
Beaumont Leys Library Beaumont Way, LE4 1DS (0116) 299 5460	9.30am - 6.30pm	9.30am - 6.30pm
Belgrave Library Cossington Street, LE4 6JD (0116) 299 5500	10am - 7pm	10am - 7pm
Braunstone Library Braunstone Avenue LE3 1LE (0116) 299 5476	9am - 5pm	9am - 7pm
Central Library Bishop Street, LE1 6AA (0116) 299 5401	9.30am - 7pm	9.30am - 7pm
Evington Library 200 Evington Lane, LE5 6DH (0116) 221 1286	10am - 6.30pm	10am - 6.30pm
Fosse Library Mantle Road, LE3 5HG (0116) 225 4995	9.30am - 6pm	2pm - 5pm
Hamilton Library 20 Maidenwell Avenue LE5 1BL (0116) 221 2790	10am - 2pm	10am - 5pm
Highfields Library 98 Melbourne Road, LE2 0DS (0116) 299 5494	10am - 7pm	10am* - 7pm
Knighton Library Clarendon Park Road, LE2 3AJ (0116) 299 5477	10am - 6.30pm	10am - 6.30pm
New Parks Library 321 Aikman Avenue, LE3 9PW (0116) 229 8200	10am - 2pm	10am - 5pm
Rushey Mead Library Lockerbie Walk, LE4 7ZX (0116) 266 5112	10am - 6pm	1pm - 6.30pm
Southfields Library Saffron Lane, LE2 6QS (0116) 299 5480	10am - 5pm	10am - 5pm
St. Barnabas Library French Road, LE5 4AH (0116) 299 5450	10am - 7pm	10am - 7pm
St. Matthews Library 50 Malabar Road, LE1 2PD (0116) 222 1045/6	9.30am - 12noon & 3pm - 9.30pm	9am - 9.30pm
Westcotes Library Narborough Road, LE3 0BQ (0116) 299 5510	10am - 7pm	10am - 7pm

Wednesday	Thursday	Friday	Saturday	Sunday
8am - 8pm	8am - 8pm	8am - 8pm	8am - 1pm	8am - 1pm
9.30am - 6.30pm	9.30am - 6.30pm	9.30am - 5pm	10am - 4pm	closed
10am - 7pm	10am - 7pm	10am - 7pm	10am - 4pm	12 noon - 4pm
9am - 5pm	9am - 7pm	9am - 5pm	10am - 4pm	closed
9.30am - 7pm	9.30am - 7pm	9.30am - 5pm	9am - 4pm	closed
10am - 6.30pm	10am - 6.30pm	10am - 5pm	10am - 4pm	closed
12 noon - 6pm	closed	10am - 1pm	10am - 4pm	closed
10am - 5pm	2pm - 7pm	10am - 5pm	10am - 4pm	12noon - 4pm
10am - 7pm	10am - 7pm	10am - 7pm	10am - 4pm	closed
10am - 6.30pm	10am - 6.30pm	10am - 5pm	10am - 4pm	closed
10am - 7pm	10am - 5pm	10am - 5pm	10am - 4pm	closed
closed	1pm - 6.30pm	10am - 5pm	10am - 1pm	closed
2pm - 7pm	closed	10am - 5pm	10am - 1pm	closed
10am - 7pm	10am - 7pm	10am - 7pm	10am - 4pm	closed
9am - 9.30pm	9.30am - 12noon & 3pm - 9.30pm	9.30am - 11am & 4pm - 9.30pm	10am - 4pm	10am - 4pm
10am - 7pm	10am - 5pm	10am - 5pm	10am - 4pm	12noon - 4pm

* women only 1pm - 3pm

Check list

Have you:

- Made sure that the address (including postcode) on the application is correct?
- Checked to ensure your child's date of birth is correct?
- Listed three schools in order of preference?
- Informed us about older siblings?
- Completed and posted a supplementary information form to any voluntary aided school, academy or free school if applicable?
- Attached any documents needed to support your application?
- Printed and retained the confirmation e-mail you received when you submitted your online application

REMEMBER
YOUR FORM MUST BE RETURNED BY
15 JANUARY 2015

URDU

آگر آپ اس کتابچے کا ترجمہ چاہتے ہیں تو براہ کرم یہاں رابطہ کریں :

E-mail: admissions.online@leicester.gov.uk ای میل 0116 454 1009 (option 1) سکول اینڈ مشنریوں، لیڈسٹون

GUJARATI

જો તમને આ પુસ્તિકાનું ભાષાંતર જોઈતું હોય તો, મહેરબાની કરી સહુ ઓફિસના સચિવનો, ટેલિ:-

0116 454 1009 (option 1) ઈમેઇલ E-mail: admissions.online@leicester.gov.uk ઉપર સંપર્ક કરો.

PUNJABI

ਜੇ ਤੁਸੀਂ ਇਸ ਕਿਤਾਬ ਦੇ ਅਨੁਵਾਦ ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

ਸਕੂਲ ਦਾਖਲਾ ਸੇਵਾ (School Admissions Service), ਫੋਨ - 0116 454 1009 (option 1)

E-mail: admissions.online@leicester.gov.uk

BENGALI

আপনি যদি এই বুকলেট'এর অনুবাদ চান, তাহলে অনুগ্রহ করে যোগাযোগ করুন :

স্কুল এ্যাডমিশন সার্ভিস, টেলিফোন - 0116 454 1009 (option 1) - E-mail: admissions.online@leicester.gov.uk

SOMALI

Haddii aad jeclaan laheyd in buug-yarahan la soo turjumo, fadlan la soo xiriir Adeegga dugsi u Ogoaanshaha ee:

School Admissions Service, teleefoonka - 0116 454 1009 (option 1) - E-mail: admissions.online@leicester.gov.uk

POLISH

Jeśli chciałbyś otrzymać tą ulotkę przetłumaczoną, proszę o kontakt:

Wydział Przyjęć do Szkół (School Admissions Service), Telefon - 0116 454 1009 (option 1)

E-mail: admissions.online@leicester.gov.uk

SLOVAKIAN

Ak by ste chceli preklad tejto brožúry, prosim kontaktujte:

Služby na prijatie do škôl (School Admissions Service), Telefón - 0116 454 1009 (option 1)

E-mail: admissions.online@leicester.gov.uk

You can contact the School Admissions Service through any of the following:

Tel: (0116) 454 1009 (option 1) Fax: (0116) 373 7455

e-mail: admissions.online@leicester.gov.uk



Leicester City Council

School Admissions 91 Granby Street Leicester LE1 6FB

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