

FAQs - Applying for a School Place

Listed below are frequently asked questions about applying for a school place. Please follow the links below to find out the answer. If you cannot find the information you need, please contact us using the details on our website: www.leicester.gov.uk/admissions

I am experiencing technical difficulties. Who shall I contact?

Please first read through the FAQs. If you cannot resolve your issue, please contact customer services on 0116 454 1009 (option 1) during 8am to 6pm Monday to Friday.

I have forgotten my password

Continue to logon as normal, enter your email and select 'Forgotten your password?' You will be required to verify your secret question and then you will be sent an email, which you need to open, click on the link and follow the instructions to reset your password. If you have forgotten your secret question you will need to contact customer services on 0116 454 1009 (option 1).

My application will not submit

You cannot submit an online application until you have agreed with the declaration. Once you have done this you will be able to submit your online application.

The Apply Online system does not recognise my address

The online system may not recognise a property for a number of reasons; the most common problem is with newly built properties.

If your address is not listed please contact our Customer Service Centre on 0116 454 1009 (option 1) and they will be able to assist you.

Why do I need to give three preferences on the application?

The Department for Education (DfE) has a School Admissions Code that does not allow school places to be allocated on a 'first preference first' basis. This means that we must consider all pupils stating a preference for a school regardless of whether the school is a first, second or third preference.

This process is known as equal preferencing.

If you include preferences for the most popular schools in Leicester City, it may not always be possible to give you your first preference. This is why it is important to state three preferences and to ensure you understand the relevance of the individual oversubscription criteria.

It is important to place the schools in the order that you want them. Do not name a school as a preference if you do not want a place there.

If your child qualifies for a place at more than one of your preferred schools, you will be offered a place at your highest preferred school.

Do I need to send any other paperwork?

Some schools in Leicester City require you to complete a supplementary information form (SIF), which goes directly to the school **in addition to completing the City Council on-line application.**

If you have included one or more of these schools among your preferences, you must get the form directly from the school or you can download it from our website: www.leicester.gov.uk/admissions where you can check which schools require SIFs.

My child is unhappy and I would like to move them to another school

We advise you to contact your child's Headteacher to discuss any problems your child is experiencing before you apply for another school. If after discussing the issues with the Headteacher you feel that these cannot be rectified you may complete an In-year application.

I am moving soon and I need to apply for an in-year school place

You should apply for an in-year school place through the Local Authority where the school is located. If you would like to apply for Leicester City schools you must submit an on-line application.

You will need to use the address that you are currently living at on your application. Please note that usually a school can only reserve a school place for six school weeks.

I already have another child at the school; do I need to complete an application?

Having a brother or sister already at the school does not automatically mean your younger children will have a place when one is required. You will need to apply for a place at your preferred school and you must include details of the sibling already in attendance at your preferred school.

I have already submitted my online application and wish to change my preferences

If you have submitted an in-year application you will not be able to amend the application on-line. If you need to make any changes to your in-year application you must email admissions.online@leicester.gov.uk. You will need to state the child's name, date of birth and the details of your new preferences, including ALL preferences you wish to be considered for. We will then replace your current preferences with those stated on your email.

What happens if all the schools I name on my in-year application cannot offer my child a place?

If you have moved address and provided appropriate proof of residency we will offer the nearest school to your home address with places currently available.

If your child is already on roll at a local school we will not offer an alternative.

My child is at risk of being permanently excluded and I have been asked to apply for a new school as a "fresh start"

Head teachers cannot legally direct a pupil to find a new school in order to avoid permanent exclusion. If this is the reason for your In-year application, you should contact the Leicester City Education Welfare Service on 454 5510 or email education.welfare@leicester.gov.uk.

Leicester City Council can support you in avoiding an illegal exclusion of this kind through a 'restorative conversation' service. Trained practitioners will support you in sharing your concerns with your child's current school and agreeing a more positive way forward.

What if I want to Home Educate my child?

A small number of parents will want to teach their own children. Under Section 7 of the Education Act 1996 you are legally entitled to educate your child at home. If you decide to do so, you become solely responsible for ensuring that your child receives 'full-time education suitable to their age, ability and aptitude and to any special educational needs they may have'.

The Local Authority will have to be satisfied that your arrangements are satisfactory, but we are not responsible for helping you plan the programme. This means that you accept responsibility for content, planning, teaching and **cost**. For further details about Home Education please see guidance on our website: www.leicester.gov.uk/admissions or contact the Leicester City Education Welfare Service by email: home-education@leicester.gov.uk or telephone: 0116 454 1925.

Will parents be offered their preferred school if they ask their MP or local councillor to intervene?

Although an MP or councillor can offer you support with your enquiries, all places have to be strictly offered in accordance with the published admissions criteria to ensure fairness and consistency. This is required by the School Admissions Code.

Does going to appeal guarantee that parents will get a place at their preferred school?

No. The appeals panel will consider all the verbal and written evidence provided by the parents and the admission authority before making a decision about whether the needs of the child outweigh any prejudice to efficient education and/or use of resources at the school.

If the appeal is refused, can parents have the decision reversed by asking their MP or local councillor to intervene?

No. The outcome of the independent appeal is binding on both parties.

FAQs - School Offers

Listed below are frequently asked questions relating to being offered a school place. Please go to each question to find out the answer. If you cannot find the information you need, please contact us using the contact details on our website: www.leicester.gov.uk/admissions

How long will it take to process my in-year application?

We aim to process your in-year application within 10 school days. Sometimes it can take us longer than 10 school days to process an application, this is normally because the schools named on the application are full and we have to locate the nearest school to your home address with places currently available.

How do we allocate places?

If there are more applications than places, places are allocated accordingly to the published admissions criteria.

To view the admissions criteria for Leicester City community schools and Own Admissions Authority (OAA) schools please see details on our website: www.leicester.gov.uk/admissions

I have recently moved address

If you have moved address recently and have not informed us please contact us using the details on our website: www.leicester.gov.uk/admissions. If your child is currently attending a school you must also inform the school to ensure they have the correct contact details for you and your child.

Why has my child been offered a place at a school I did not name on my application?

If it has not been possible to offer a place at the school(s) you named on your application, we have offered you the nearest school to your home address with places currently available. We strongly advise you to accept this offer.

You have the right to appeal to any school which has not offered your child a place.

Is my child on the waiting list for a school?

Your child is automatically added to the waiting list for any Leicester City community school that you named as a higher preference than the one offered.

For community schools the waiting list will continue to operate until 25 August 2018. For OAA schools the schools will operate their own waiting list.

What if I refuse the place offered?

As a Local Authority we have fulfilled our statutory duty by offering your child a place at a school. If you refuse the place we have offered it will be your responsibility to arrange your child's education. We will hold the place until we are satisfied you have secured suitable education for your child

If you are not happy with the school place offer, you have the following options open to you:

- accept the place offered
- appeal for a place at your preferred school(s) <http://www.leicester.gov.uk/schoolappeals>
- Express a new preference for another school