

## **Secondary Transfer – frequently asked questions**

### **Applying on-line for a School Place**

Listed below are frequently asked questions about applying on-line 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](http://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 type any Leicester postcode in here to skip the check and start your application.

You should only apply to Leicester City Council if you live in Leicester City. If not, then you must apply to your own local authority.

### **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](http://www.leicester.gov.uk/admissions) where you can check which schools require SIFs.

**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 are applying for a transfer to start in autumn 2018 these must be made no later than the closing date. You can make changes to your application as long as you remember to resubmit your application each time you make any changes.

**The closing date for transfer to Year 7 is 31 October 2017.**

After the closing date has passed you will not be able to make any changes to your application until after offer day unless there are exceptional circumstances (for example a significant housemove).

If you have moved address, we will also require proof of residency.

If we receive your request after the closing above you will not hear the outcome of your new preferences until the following allocation round.

Please see website: [www.leicester.gov.uk/admissions](http://www.leicester.gov.uk/admissions) for further key dates.

**I have missed the deadline to apply for a place, is it too late now?**

If your application is late without a good reason, there is a much greater chance that you will not get a place at one of your preferred schools. Those who applied on time will be allocated a school place before late applications are considered. If you have an exceptional reason for applying late, and if the application is received before 27 November 2017 for Year 7, we may consider it as if it was received on time.

If you do have a good reason for applying late, you will need to provide us with this ahead of the later deadline of 27 November 2017. You must supply independent supporting evidence of this reason, for example a solicitors letter confirming exchange of contracts or an unexpected hospital stay where you are the sole carer. If we agree that you have provided good reasons, we will consider it as an on-time application otherwise it will be treated as late and we will write to you to confirm this.

**How do we allocate places?**

If there are more applications than spaces, 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](http://www.leicester.gov.uk/admissions)

**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 provided at the bottom of the page.

### **When do I hear of the outcome of my application?**

If you have applied for a school place when you will hear will depend on the type of application. Please see the relevant page on our website for details.

### **I submitted my application late**

If your application was submitted after the closing date it may not have been possible to process it within the first allocation round. These applications will be dealt in the next round of allocations. Details of the timetable are available on our website:

[www.leicester.gov.uk/admissions](http://www.leicester.gov.uk/admissions)

### **I have not received my offer**

If you applied online by the closing date, you will be able to view the result online from 1 March 2018. You will also be sent a letter confirming the result by 2<sup>nd</sup> class post. This will be sent to the address you provided on your application form.

### **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. 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 of any school that you named as a higher preference than the one offered. These waiting lists start from offer day.

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

For OAA schools we will operate the waiting list for that school until the end of the transfer process in August 2018. The schools will then operate their own waiting list for the Academic Year ending in summer 2018.

### **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