APPLYING FOR A SECONDARY SCHOOL

2018/2019
Don't forget to apply by the closing date - midnight 31 October 2017
Dear Parent / Carer

We understand that moving from primary to secondary school is an anxious time for parents and children. We know that you will want to choose the school that is right for your child and that enables them to reach their true potential as well as benefit from the range of activities each school has to offer. This booklet aims to help you to do that by giving you information about our 18 secondary schools, how to make an application and how school places are allocated.

You can list up to three different schools on your application form – your first, second and third school preferences. We will always try to offer you the highest preference we can. It is always best to use all three of your preferences and to include a school near to where you live as one of your preferred options. Demand for school places is high, in some areas greater than others, and this helps towards you being offered a local school.

Whichever schools you choose to apply for, you will need to visit our website to make an application. If you do not have computer access at home then you can use the facilities in your local library or the Customer Service Centre on Granby Street, free of charge. You can also contact The Choice Advice Service who run a series of support sessions for parents who need help with making an application – more details can be found on page 16.

Please take the time to read this booklet carefully and also visit the schools that you are considering so that you and your child can make up your own mind about what they have to offer. All secondary schools have open days and / or evenings for children and their families and these are detailed in this booklet on pages 8 - 11. The schools also have information on their websites, including exam results and Ofsted information which you may find useful.

If you have any questions that are not covered in this booklet, then please take a look at our website www.leicester.gov.uk/admissions or contact the School Admissions Team on 0116 454 1009 or email admissions-online@leicester.gov.uk. Please note that the closing date for applications is 31 October 2017. We will write to you on 1 March 2018 with a school place offer.

Finally, we would like to wish your child a happy and successful time at their new secondary school.
Data protection

We have a legal requirement to make sure you know what we intend to do with your information and who it will be shared with. In order to provide you with a school admissions service, there may be occasions when your information is shared with schools, other council departments and the Department of Education.

The details you provide on your form will also be shared with other council departments, including the Corporate Investigations Team. They will compare the details you provide against records held by the council, including council tax records, and those held by other organisations including credit reference agencies. They will check that the details provided match. Any applications identified that are deemed to be fraudulent or otherwise questionable will be investigated further.

We have a duty to:

• keep sufficient information to provide services and fulfil our legal responsibilities
• keep your records secure and accurate
• only keep your information as long as is required
• collect, store and use the information you provide in a manner that is compatible with the Data Protection Act.

We will always try and keep your personal data secure, whether it is held on paper or electronically. Our privacy statement sets out our commitment to you when you access our services via the internet.

Contact information

If you need more information about the admissions process, please contact us using one of the methods shown below:

You may find the answer on our website: www.leicester.gov.uk/admissions

Email: admissions-online@leicester.gov.uk

By telephone to our Customer Service Centre: 0116 454 1009 (option 1)

Telephone opening hours are:
8.30am – 5pm on Monday to Thursday
8.30am – 4.30pm every Friday

Visit our Customer Service Centre:
91 Granby Street
Leicester City Council
LE1 6FB
1 Visit the schools and have a look on their websites

Arrange to visit schools during their open days and evenings. The dates for these are given on pages 10 to 13 of this booklet. Also, visit the school websites - The web addresses for each school are shown on pages 10 to 13.

2 Read useful reports about the schools

You can find information on school performance at [www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance). To view the most recent Ofsted report for a school, please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

3 Consider how many places are available at each school and who these are offered to

Each school has a published admission number which is also known as the PAN. This number takes into account how many pupils each school can accommodate and how many children in Leicester need a school place.

Read the admissions criteria for each school and look to see the priority that applies to your child. This will give you an idea of how likely it is you will gain a place at a preferred school. You can also find out about how places were allocated last year which can be found on our website here.

4 Consider how your child will travel to and from school

It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance and how your child will travel to school. The majority of children are not eligible for free transport to school.

The policies that apply to school admissions and transport to school operate separately. In particular, if a pupil is offered a place in a preferred school this does not in any way guarantee that transport will be available. If transport to school is an issue for you when applying for a school, you are strongly advised to contact us before stating your preference.

5 Do use all three of your preferences

Carefully consider three different schools to list as your preferences. Do not name the same school more than once as this will not increase your chances of gaining a place here.

Don’t forget to apply by the closing date - **midnight 31 October 2017**
## Important dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 11 September 2017</td>
<td><strong>Application process begins</strong>&lt;br&gt;Online system opens for applications to be submitted.&lt;br&gt;Schools hold open events so that you can visit and look round – details can be found on pages 10 to 13.</td>
</tr>
<tr>
<td>Midnight 31 October 2017</td>
<td><strong>Closing date for applications</strong>&lt;br&gt;Please ensure that you apply ahead of this date as leaving it until the last minute may mean you miss the closing date if there are any technical issues.</td>
</tr>
<tr>
<td>27 November 2017</td>
<td><strong>If you have missed the deadline</strong> we may still accept your application as on-time but only if there are good reasons for this and if it is submitted up to this date. You must provide independent supporting evidence of the good reason, for example – an unexpected hospital stay and you are the sole parent or carer, or your application will be treated as late. This also applies to any changes of preference. This is also the closing date for parents to provide proof of address if they are to be considered from a new address in the first round of the allocation process.</td>
</tr>
<tr>
<td>January and February 2018</td>
<td><strong>All on-time applications are processed</strong>&lt;br&gt;School preferences are analysed and we co-ordinate with other authorities and own admitting authority schools.</td>
</tr>
<tr>
<td>1 March 2018</td>
<td><strong>Offers of school places are sent out for all on-time applications</strong>&lt;br&gt;Email with your application outcome will be sent to applicants and offer letters will also be sent out by second class post.&lt;br&gt;Please be aware that some email providers may delay sending the messages to account holders – applicants will need to check with their own email service suppliers in this regards. Leicester City Council has no control over email delivery times once they have left our servers.</td>
</tr>
<tr>
<td>Friday 16 March 2018</td>
<td><strong>Deadline for parents to respond to their school place offer</strong>&lt;br&gt;If you do not accept your school place offer by this date, the offer may be withdrawn.</td>
</tr>
</tbody>
</table>

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Don’t forget to apply by the closing date - **midnight 31 October 2017**
## Important dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 March 2018</td>
<td>If you want to appeal for a place at one of the schools we manage the appeals process for, you will need to do so by this date to ensure that it can be considered by an independent panel before the start of the new term. The appeals will usually be heard between early May and late June each year.</td>
</tr>
<tr>
<td>2 April 2018</td>
<td>We will start to make further offers from the waiting list to those who were considered as applying on time.</td>
</tr>
<tr>
<td>16 April 2018</td>
<td>First round of late Applications will be considered (new applications received between 1 November 2017 and 1 March 2018).</td>
</tr>
<tr>
<td>21 May 2018</td>
<td>Second round for late applications to be considered (those received during 2 March 2018 and 30 April 2018) including change of preference requests.</td>
</tr>
<tr>
<td>23 August 2018</td>
<td>Children start at their new school.</td>
</tr>
</tbody>
</table>

Don’t forget to apply by the closing date - **midnight 31 October 2017**
Different types of secondary schools in Leicester

We have a duty to co-ordinate applications for all of our different types of school and these are described here. Co-ordinating means that every applicant will only receive one offer of a school place. You will need to apply to us for any school, regardless of the type of school or whether it is within or outside of Leicester.

Community schools
Community schools are run by the local authority, which employs school staff, owns the land and buildings, and sets the entrance criteria (such as catchment area) that decide which children are eligible for a place.

Beaumont Leys School
Crown Hills Community College
Moat Community College
Sir Jonathan North Community College
Soar Valley College*
The City of Leicester College

Our trust schools
Trust schools are similar to community schools but are run together with an outside body – usually a business or charity – which has formed an educational trust.

Fullhurst Community College
New College Leicester

Voluntary aided schools
Voluntary-aided schools are religious or faith schools. The governing body of these schools employs the staff and sets the entrance criteria. School buildings and land are usually owned by a charity, often a church.

English Martyrs Catholic School
Madani Boys’ School
Madani Girls’ School
St Pauls’ Catholic School

Academies
Academies are independently managed schools set up by sponsors from business, faith or voluntary groups in partnership with the local authority and the Department of Education.

Babington Academy
Hamilton Academy
Judgemeadow Community College**
Rushey Mead Academy
The Lancaster Academy
Tudor Grange Samworth Academy

* At the time of publishing this booklet, Soar Valley College had submitted an application to become an Academy. This is yet to be approved.

** Judgemeadow Community College is due to become an Academy on 1 January 2018.

Don’t forget to apply by the closing date - midnight 31 October 2017
### Details of our schools

For details on the lowest admissions criterion we met last year for Leicester community and trust schools, please [click here](#).

<table>
<thead>
<tr>
<th>School name</th>
<th>Admission limit</th>
<th>Age range</th>
<th>School Open Days</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Babington Academy</strong></td>
<td>270</td>
<td>11-16</td>
<td>Thursday 21 September 3.30pm – 6.30pm</td>
<td>Tel: 0116 222 1616 Email: <a href="mailto:office@babington.leicester.sch.uk">office@babington.leicester.sch.uk</a> Web: <a href="http://www.babington.leicester.sch.uk">www.babington.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Academy (co-educational)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal: Ms Sara Fletcher</td>
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<td></td>
</tr>
<tr>
<td>Address: Strasbourg Drive, Leicester, LE4 0SZ</td>
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</tr>
<tr>
<td><strong>Beaumont Leys School</strong></td>
<td>210</td>
<td>11-16</td>
<td>Thursday 28 September 6pm – 8pm</td>
<td>Tel: 0116 234 4480 Email: <a href="mailto:office@beaumontleys.leicester.sch.uk">office@beaumontleys.leicester.sch.uk</a> Web: <a href="http://www.beaumontleys.leicester.sch.uk">www.beaumontleys.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Community school (co-educational)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Headteacher: Mrs D Parkinson</td>
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<tr>
<td>Address: Anstey Lane, Leicester, LE4 0FL</td>
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<tr>
<td><strong>Crown Hills Community College</strong></td>
<td>300</td>
<td>11-16</td>
<td>Wednesday 20 September 3.30pm – 6pm</td>
<td>Tel: 0116 273 6893 Email: <a href="mailto:office@crownhills.leicester.sch.uk">office@crownhills.leicester.sch.uk</a> Web: <a href="http://www.crownhills.com">www.crownhills.com</a></td>
</tr>
<tr>
<td>Community school (co-educational)</td>
<td></td>
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<tr>
<td>Principal: Mr Farhan Adam</td>
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<tr>
<td>Address: Gwendolen Road, Leicester, LE5 5FT</td>
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<tr>
<td><strong>English Martyrs Catholic School</strong></td>
<td>180</td>
<td>11-18</td>
<td>Thursday 5 October 5pm – 7pm</td>
<td>Tel: 0116 242 8880 Email: <a href="mailto:office@englishmartyrs.org">office@englishmartyrs.org</a> Web: <a href="http://www.englishmartyrs.org">www.englishmartyrs.org</a></td>
</tr>
<tr>
<td>Voluntary aided (Catholic) school (co-educational)</td>
<td></td>
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<tr>
<td>Principal: Mr M T Carney</td>
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<tr>
<td>Address: Anstey Lane, Leicester, LE4 0FJ</td>
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</tbody>
</table>
## Details of our schools

<table>
<thead>
<tr>
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<th>School Open Days</th>
<th>On time application last distance / criterion met</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fullhurst Community College</strong></td>
<td>300</td>
<td>11-16</td>
<td>Thursday 21 September 5pm – 7.30pm</td>
<td>All preferences met</td>
<td>Tel: 0116 282 4326</td>
</tr>
<tr>
<td>Trust school (co-educational) Principal: Mr S Piggot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:office@fullhurst.leicester.sch.uk">office@fullhurst.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Address: Imperial Avenue, Leicester, LE3 1AH</td>
<td></td>
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<td></td>
<td>Web: <a href="http://www.fullhurst.leicester.sch.uk">www.fullhurst.leicester.sch.uk</a></td>
</tr>
<tr>
<td><strong>Hamilton Academy</strong></td>
<td>240</td>
<td>11-16</td>
<td>Tuesday 12 September 6pm – 8pm</td>
<td>All preferences met</td>
<td>Tel: 0116 241 3371</td>
</tr>
<tr>
<td>Academy (co-educational) Principal: Ms J Gair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:office@hamilton.leicester.sch.uk">office@hamilton.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Address: Keyham Lane West, Leicester, LE5 1RT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Web: <a href="http://www.hamilton-college.co.uk">www.hamilton-college.co.uk</a></td>
</tr>
<tr>
<td><strong>Judgemeadow Community College</strong></td>
<td>300</td>
<td>11-16</td>
<td>Thursday 21 September 6pm – 7.30pm</td>
<td>All preferences met</td>
<td>Tel: 0116 241 1920</td>
</tr>
<tr>
<td>Academy from 1 January 2018 (co-educational)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:contactus@judgemeadow.leicester.sch.uk">contactus@judgemeadow.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Principal: Ms A Petrie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Web: <a href="http://www.judgemeadow.leicester.sch.uk">www.judgemeadow.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Address: Marydene Drive, Leicester, LE5 6HP</td>
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<tr>
<td><strong>Madani Boys’ School</strong></td>
<td>60</td>
<td>11-16</td>
<td>Thursday 21 September 4pm – 6pm</td>
<td>Please refer to school directly for this information</td>
<td>Tel: 0116 249 8080</td>
</tr>
<tr>
<td>Voluntary aided (Muslim) school (boys)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:office@madani.leicester.sch.uk">office@madani.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Head of Schools: Mr R Laher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Web: <a href="http://www.madani.leicester.sch.uk">www.madani.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Address: 77 Evington Valley Road, Leicester, LE5 5LL</td>
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<tr>
<td><strong>Madani Girls’ School</strong></td>
<td>60</td>
<td>11-16</td>
<td>Thursday 21 September 4pm – 6pm</td>
<td>Please refer to school directly for this information</td>
<td>Tel: 0116 249 8080</td>
</tr>
<tr>
<td>Voluntary aided (Muslim) school (girls)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email: <a href="mailto:office@madani.leicester.sch.uk">office@madani.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Head of Schools: Mr F Adam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Web: <a href="http://www.madani.leicester.sch.uk">www.madani.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Address: 77 Evington Valley Road, Leicester, LE5 5LL</td>
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</tbody>
</table>

Don’t forget to apply by the closing date - **midnight 31 October 2017**
## Details of our schools

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<tr>
<th>School name</th>
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<th>Age range</th>
<th>School Open Days</th>
<th>On time application last distance / criterion met</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| **Moat Community College**                       | 210             | 11-16     | Thursday 28 September 4pm – 6pm | Criterion 7 (children living outside the catchment area) to a distance of 0.806 miles | Tel: 0116 262 5705  
Email: office@moat.leicester.sch.uk  
Web: www.moat.leicester.sch.uk |
| Community school (co-educational)                |                 |           |                             |                                                  |                                                                                |
| Principal: Mr B Killeen                          |                 |           |                             |                                                  |                                                                                |
| Address: Maidstone Road, Leicester, LE2 0TU       |                 |           |                             |                                                  |                                                                                |
| **New College Leicester**                        | 180             | 11-18     | Thursday 21 September 4pm – 7pm | All preferences met                              | Tel: 0116 231 8500  
Email: enquiries@newcollege.leicester.sch.uk  
Web: www.newcollege.leicester.sch.uk |
| Trust school (co-educational)                    |                 |           |                             |                                                  |                                                                                |
| Principal: Mrs J Brown                           |                 |           |                             |                                                  |                                                                                |
| Address: Glenfield Road, Leicester, LE3 6RN       |                 |           |                             |                                                  |                                                                                |
| **Rushey Mead Academy**                          | 378             | 11-16     | Thursday 21 September 6pm – 8pm | Criterion 7 (children living outside the catchment area) to a distance of 0.953 miles | Tel: 0116 266 3730  
Email: info@rushey-rmet.org.uk  
Web: www.rushey-rmet.org.uk |
| Academy (co-educational)                         |                 |           |                             |                                                  |                                                                                |
| Principal: Ms R Hindocha                         |                 |           |                             |                                                  |                                                                                |
| Address: Melton Road, Leicester, LE4 7AN          |                 |           |                             |                                                  |                                                                                |
| **St Paul’s Catholic School**                    | 180             | 11-18     | Wednesday 20 September 6pm – 8pm | Please refer to school directly for this information | Tel: 0116 241 4057  
Email: office@st-pauls.leicester.sch.uk  
Web: www.st-pauls.leicester.sch.uk |
| Voluntary aided (Catholic) school (co-educational)|                 |           |                             |                                                  |                                                                                |
| Principal: Mr N Lockyer                          |                 |           |                             |                                                  |                                                                                |
| Address: Spencefield Lane, Evington, Leicester, LE5 6HN |                 |           |                             |                                                  |                                                                                |
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<thead>
<tr>
<th>School name</th>
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<th>School Open Days</th>
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<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sir Jonathan North Community College (girls) Principal: Mrs A Merrills Address: Knighton Lane East, Leicester, LE2 6FU</td>
<td>240</td>
<td>11-16</td>
<td>Thursday 14 September 5.30pm – 7.30pm</td>
<td>All preferences met</td>
<td>Tel: 0116 270 8116 Email: <a href="mailto:sjncc@sjncc.leicester.sch.uk">sjncc@sjncc.leicester.sch.uk</a> Web: <a href="http://www.sjncc.leicester.sch.uk">www.sjncc.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Soar Valley College (co-educational) Principal: Mrs J Robinson Address: Gleneagles Avenue, Leicester, LE4 7GY</td>
<td>312</td>
<td>11-16</td>
<td>Wednesday 20 September 6pm – 8pm</td>
<td>Criterion 6 (children living in the catchment area) up to a distance of 1.301 miles</td>
<td>Tel: 0116 266 9625 Email: <a href="mailto:enquiries@soarvalley.leicester.sch.uk">enquiries@soarvalley.leicester.sch.uk</a> Web: <a href="http://www.soarvalley.leicester.sch.uk">www.soarvalley.leicester.sch.uk</a></td>
</tr>
<tr>
<td>The City of Leicester College (co-educational) Principal: Ms A Gregory Address: Downing Drive, Evington, Leicester, LE5 6LN</td>
<td>300</td>
<td>11-18</td>
<td>Thursday 5 October 4.30pm – 7pm</td>
<td>Criterion 7 (children living outside the catchment area) to a distance of 2.781 miles</td>
<td>Tel: 0116 241 3984 Email: <a href="mailto:office@cityleicester.leicester.sch.uk">office@cityleicester.leicester.sch.uk</a> Web: <a href="http://www.cityleicester.co.uk">www.cityleicester.co.uk</a></td>
</tr>
<tr>
<td>The Lancaster Academy (co-educational) Principal: Mrs A Fisher Address: Knighton Lane East, Leicester, LE2 6FU</td>
<td>240</td>
<td>11-16</td>
<td>Wednesday 20 September 4.30pm – 7.30pm</td>
<td>All preferences met</td>
<td>Tel: 0116 270 3176 Email: <a href="mailto:admin@lancaster.leicester.sch.uk">admin@lancaster.leicester.sch.uk</a> Web: <a href="http://www.lancaster.leicester.sch.uk">www.lancaster.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Tudor Grange Samworth Academy, A Church of England School Academy (co-educational) Headteacher: Mr I Harrison Trenant Road, Leicester LE2 6UA</td>
<td>120</td>
<td>11-16</td>
<td>Thursday 21 September 3.30pm – 6.30pm</td>
<td>Please refer to school directly for this information</td>
<td>Tel: 0116 278 0232 Email: <a href="mailto:office@tseacademy.org">office@tseacademy.org</a> Web: <a href="http://www.samworth.tgacademy.org.uk">www.samworth.tgacademy.org.uk</a></td>
</tr>
</tbody>
</table>

Don’t forget to apply by the closing date - midnight 31 October 2017
Maximise your chances

Make a note of the important dates shown on page 7

- Make sure you apply and submit your application before **31 October 2017** otherwise most of the available places will have already been allocated. Details of how to apply can be found on pages 16 and 17.
- Applying late may mean that you are offered a school much further away than your preferred ones.
- If you apply on time, we will let you know of your school place offer on 1 March 2018.

Use all three of your preferences

- Do use all three of your preferences as this will maximise your chances of gaining a place at a preferred or nearby school.
- If you only use one preference and you are unsuccessful in gaining a place here, other nearby schools may have been filled and you may have to travel to a school much further away.
- All three preferences are considered as if they are separate applications and so you will not be disadvantaged for a place at your highest preference in any way.

Research how places are allocated at your preferred schools

- Take the time to read the admissions criteria and consider which criterion your child will meet. You can find out the lowest criterion we met for our schools last year on page 39. This will only give you a rough guide as each year is different and the allocations can be affected by the number of applications received, the areas applicants live in etc.
Choose your preferred schools carefully

Choosing a school needs careful consideration – as selecting either your catchment school and/or a school with a sibling link will place you in a higher category and mean that you have a better chance of getting a place at that school.

- **Priority for children who have a brother or sister already in attendance at one of their preferred schools**

  Children who have a brother or sister already attending their preferred schools are given priority over those who live in the catchment area but without a sibling in attendance at their preferred school. This is so that we are able to keep more families together at the same school. Please note that this priority relates to our community and trust schools. For full details, please see our admissions criteria on page 24.

- **Your catchment area school**

  It may not always be possible to offer your child a place at one of your preferred schools. However, if you include your catchment area school in your list we are more likely to be able to offer a place at a school which is local to you rather than one which is across the city. Details of your catchment area school can be found on our website.
Make sure you read this section in full as it is very important. Even if you have been through the process before there are likely to be things that are different. It is essential that you make your application correctly, and on time, as this can significantly affect your chances of being offered a place at the school you are interested in.

It is important to get lots of information before deciding on your preferred schools and the order you would like to put them on your application. We will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.

Please remember that each of your preferences will be considered equally and separately. This means that some places may be allocated to second and third preference applicants, whilst first preferences are refused because they fall into a lower priority or were unsuccessful in the random allocation tie break.

The below examples are intended to give an illustration on how the application process works and do not reflect the actual position of the school in any way.

**An example application:**
Anita lives in the catchment area of Soar Valley College. Her parents would most like a place for her at the girl’s school - Sir Jonathan North Community College. Otherwise they would like a place for her at a school with a religious denomination – English Martyrs Catholic School.

Anita’s parents only state two preferences as follows:
1. Sir Jonathan North Community College
2. English Martyrs Catholic School

We are unable to offer a place at either of these schools because all of the available places have been offered to children who meet a higher oversubscription criteria.

An alternative offer of a school place is made at Babington College which is much further away. We are unable to offer a place at their catchment school of Soar Valley College as all of the available places have been filled with applicants who stated this school as a preference.

**An example application:**
Martin lives in the catchment area of Rushey Mead Academy. His parents would most like for him to attend Moat Community College as this is the school that both of his parents attended. Martin’s parents state three preferences as follows:
1. Moat Community College
2. Rushey Mead Academy
3. Soar Valley College

We are unable to offer a place at the highest preference of Moat Community College as all of the available places have been filled with children who meet a higher oversubscription criteria. We are able to offer a place for Martin at Rushey Mead Academy as he fulfils a high enough oversubscription criteria to qualify for a place. The third preference of Soar Valley College is then automatically withdrawn.
Applying online

Please apply online at www.leicester.gov.uk/admissions

- You can apply any time up to midnight on 31 October 2017.
- You will receive a confirmation email once you have submitted your application.
- You can make changes to your application right up to the deadline, 31 October 2017, but if you do so you must remember to re-submit your application, if you do not your application may be considered as late.

Complete all questions asked
There will be questions about you and about the child needing the school place including details of any siblings (brothers or sisters) already attending the school(s) you prefer. It will ask you to list your preferred schools in order of preference. It will also ask you about anything else relevant to the child and their application for a school place (such as any special educational needs or if they are a ‘looked after’ child).

Here to help with your application
If you do not have an email account, you will need to set one up. For help with this, go to www.learnmyway.com/get-started/email and follow the instructions.

If you do not have access to a computer or the internet, you can use one at any of our libraries or the Customer Services Centre at Granby Street, where access is free and staff will be available to help you. Your child’s primary school may also provide help.

Which council do I apply to?
You need to apply to the council that you pay your council tax to – no matter which schools you wish to apply for. Accessing our online site you will be able to include schools out of our area as part of your preferences (we then co-ordinate with all other council’s to see if they can meet your request).

Don’t forget to apply by the closing date - midnight 31 October 2017
The Choice Advice Service

The Choice Advice Service offers impartial guidance, support and information to parents choosing a school for their child in Leicester.

The choice adviser cannot guarantee school places or influence the allocation process. They will guide you through the admissions process, but will not make any decisions on your behalf. To find out where and when advice sessions have been set up contact:

Choice Advice Service
Website: www.choiceadvice.org.uk
Email: choiceadvice@valonline.org.uk
Telephone: 0116 257 4990
What happens if my application is late?

If your application is late, 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, along with the evidence described below, we may consider it as if it was received on time.

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 your reasons are exceptional, 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.

Applying for a school on religious grounds

If you are applying for a voluntary aided, academy or trust school on the basis of its religious ethos, you will still need to apply to us in the usual way but you will also have to complete a supplementary information form. This is used to collect additional information so that these schools can rank the applications correctly based on their admissions criteria.

The following schools require a supplementary information form (SIF) to be completed – these can be downloaded from our website or by contacting the school directly. Please ensure that the SIF is returned directly to the school no later than the closing date – 31 October 2017.

St Paul's Catholic School
English Martyrs Catholic School
Madani Boys School
Madani Girls School

Special educational needs (SEN)

All schools make provision to support children who have special educational needs. Some children have an Education, Health and Care Plan (EHCP) and may attend either a mainstream school or a special school. If your child has a Statement of SEN or an EHCP the Educational Psychologist at your child’s current school will start the process of their annual review in Autumn 2017 to establish which school they will be attending in Autumn 2018.

You can also discuss this with the SENCo at your child’s current school.

If your child is undergoing statutory assessment please contact your Case Officer for further advice. If your child has Special Educational Needs but does not currently have a Statement or EHCP you should apply in the normal way.
Moving house/change of address

The address given on the application must be your permanent address as at the closing date. If you are planning on moving, an application must still be made on time using the address you are living at the time of application. You must then contact the School Admissions Team as soon as possible, attaching proof of the change of address. To be able to use a new address for allocating places during the first round of allocations, you must be living at the new address on 27 November 2017 and you must have sent evidence by this date. For house moves/changes of address taking place after 27 November 2017, we will use the new address for the second round of allocations from 16 April 2018.

Remember, you must notify us of any change of address at any time before the school term starts in September 2018.

When moving house the evidence required is:

- Confirmation that the house purchase is legally binding (i.e. contracts have already been exchanged and completed); or
- A formal lease agreement which shows that the property leased is suitable for the family’s needs; and
- Evidence that the previous property has been sold or rental ceased at; and
- Utility bills to prove that the family is resident in the new property.

Evidence of your home address

The address you give us on your application must be your child’s permanent address as at the closing date and where you are still planning on living when they join the school.

If you are planning on moving house, you must still apply on time and provide us with both addresses on your application form.

If you move at any time after the closing date you must inform us.

We will check the home address given by you against our records and those held by other organisations as described earlier. If we discover that a school place was offered on the basis of false or misleading information provided by you, for example - false information given by you regarding a home address to get a place at a particular school, the offer of a place will be withdrawn.

If you have any concerns or suspicions about fraudulent addresses, please contact the School Admissions Team. Any information you give us will be treated in strict confidence.

Your home address must be where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child’s home address to be a residential property that is the child’s only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned / leased or rented by the child’s parent/carer or person with legal care and control of the child.

Additionally, a child’s home address is where he or she spends most of the school week unless this is accommodation at a boarding school. We would not normally accept an address in the following circumstances:

- You keep a home elsewhere or you have two homes. We will check which is your main home and will refuse to accept an address that might be considered to be only a temporary address for the purpose of obtaining a place at a popular school. The original home is still owned, the new address is a rented property within the area of a popular school and where the...
What if I want to change my preferences after submitting my application?

You can make as many changes as you like to your preferences up until the closing date. Please remember you will need to re-submit your application each time you make a change. We will not normally consider any changes of preferences received after the closing date unless this is due to an exceptional change of circumstances, for example, a house move. Exceptional circumstances will only be considered if the application is received before 27 November 2017.

If you change any of your preferences, or their order, after the closing date, without an exceptional reason for this, that change will not be considered until after 21 May 2018. This is to ensure that parents and carers who do this do not gain an unfair advantage over others by having the opportunity to list more than three preferences.
SECTION 3

HOW WE PROCESS YOUR APPLICATION

We treat each of your preferences as if it was a separate application. Each school has a published admissions number (PAN). This is the number of pupils who can be admitted to the intake year (year 7). Places are allocated against the published admissions criteria for each school – these are shown later in this booklet. Applications that were made on time are processed first and late applications are dealt with afterwards.

If you list a voluntary aided school, we will send details of your application to that school. They will confirm that they also received the SIF and rank all applications based on their own published admissions criteria. These schools will then return the ranking list to us to include as part of the allocation process. This is important to complete the school’s own application form (SIF) if they have one (please see page 19).

If you have applied for a school outside Leicester city we will electronically send details of your application to the local authority in which the school is located. The other local authority will then tell us if they can allocate your child a place, but it is us who will write to you on National Offer Day.

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

We make sure that there is 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 first, second and third. We will offer the highest preference school at which your child has qualified for a place. All lower preferences will then be withdrawn with the right of appeal for this preference being withdrawn at the same time.

It is important that you use all of your preferences as if we cannot offer you one of your preferred schools, we will offer you a place at the next nearest school to your home address that still has places available. This may be a much further away school if you have not listed a nearby school as all of the available places here may have been filled with those applicants who stated it as a preference.
HOW WE ALLOCATE PLACES

Please read the following information carefully. It will help you to decide whether your child has a good chance of being offered a place at your preferred school.

Please be aware that we cannot guarantee your child a place at one of your preferred schools.

Where there are more applications received than places available we will use the following priorities to decide who will be given a place.

Children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) will be entitled to a place at the school named in the statement or EHCP. If the child for whom you are responsible has a Statement or EHCP, please ensure that you tick the box on the form to indicate that this is the case.
Admission criteria for community schools and trust schools

**Criterion 1:** Children in the care of a local authority or who were previously in the care of a local authority.

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 child arrangements order or special guardianship orders) immediately following having been looked after. In order to offer a place under this priority you will need to supply proof of the child’s status. This could be a copy of the order or adoption certificate. If you are not sure what to provide, please contact the School Admissions Team at admissions.online@leicester.gov.uk or telephone 0116 454 1009 (option 1).

**Criterion 2:** Children who are the subject of child protection plans where an alternative school is necessary to avoid the abuser.

**Criterion 3:** Children of parents/carers who are fleeing domestic violence, whose application is verified by a senior social worker or who meet Leicester City Council’s procedures for housing reallocation for recognised domestic violence.

**Criterion 4:** Children whose home address is in the catchment area of the secondary school with a sibling at the school, who will still be on roll when the applicant starts school in years 8-10.

**Criterion 5:** Children whose home address is outside the catchment area of the secondary school with a sibling at the school, who will still be on roll when the applicant starts school in years 8-10.

By sibling 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.

**Criterion 6:** Children whose home address is in the catchment area of the secondary school. This criteria also applies to the following academies - Babington Academy, Hamilton College, Judgemeadow Community College and The Lancaster Academy.

**Criterion 7:** Children whose home address is outside the catchment area of the secondary school and who have requested a place.

Within each criterion priority will be given to children living closest to the school, as measured on a straight line basis using a geographical information system measuring from the geo-code reference point for the school's home address to the geo-code reference point for the school.

Don’t forget to apply by the closing date - midnight 31 October 2017.
Admissions criteria for voluntary aided schools and academies

The following voluntary aided schools and academies all have their own admissions criteria and the school governors are the admitting authority for these schools. For some of these schools you are required to complete a supplementary information form (SIF) as well as applying on the city council’s website. SIFs are available from the school, on the school’s website or on the city council’s website. The deadline for receipt of the SIF by the school is 31 October 2017. Please ensure that a receipt is collected from the school as proof of submitting your SIF as the school cannot be held responsible for applications lost in the post or for late submission of a SIF.

English Martyrs Catholic School

Oversubscription criteria

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.

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) (see note 1) which names the school before any other allocations are made. These allocations will reduce the number of places available.

First priority within each criteria will be given to applications from children who attend one of the partner primary schools.

Second priority within each criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.

**Category A: Catholic pupils who are looked after or who were previously looked after (see notes 2 and 3)**

A1 Catholic pupils in the care of a local authority or who were previously in the care of a local authority at the proposed time of admission.

**Category B: Catholic pupils (see note 3)**

B1 Catholic pupils who attend one of the linked primary schools.

B2 Catholic pupils with siblings at the school at the proposed time of admission.

B3 All other Catholic pupils.

**Category C: Pupils who are looked after or who were previously looked after who are not Catholic (see note 2)**

C1 Pupils in the care of a local authority or who were previously in the care of a local authority at the proposed time of admission.

**Category D: Pupils who are Catechumens, Candidates or members of Eastern Christian Churches (see note 4, 5 and 6)**

D1 Pupils who attend one of the linked primary schools.

D2 Pupils with siblings at the school at the proposed time of admission.

D3 All other pupils.
Category E: Pupils who are members of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)

E1 Pupils who are members of other Christian denominations and who attend one of the linked primary schools.

E2 Pupils who are members of other Christian denominations with siblings at the school at the proposed time of admission.

E3 All other pupils.

Category F: Pupils of other faiths whose membership is evidenced by a religious leader (see note 8)

F1 Pupils of other faiths who attend one of the linked primary schools.

F2 Pupils of other faiths with siblings at the school at the proposed time of admission.

F3 All other pupils.

Category G: Other pupils not included above or for whom there is no supplementary information form or supporting documents

G1 Pupils not in any of the categories A-F or for whom there is no supplementary information form or supporting documents who attend one of the linked primary schools.

G2 Pupils not in any of the categories A-F or for whom there is no supplementary information form or supporting documents who have siblings at the school at the proposed time of admission.

G3 Other pupils not in any of the categories A-F or for whom there is no supplementary information form or supporting documents.

Distance measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the school. Measurement of distance will be 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.

Tiebreaker

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 the governors will admit the additional child above the planned admission number.

Partner primary schools

Bishop Ellis, Thurmaston
Christ the King, Leicester
Holy Cross, Leicester
St Patrick’s, Leicester
St Peter’s, Earl Shilton (pupils living in Narborough, Enderby, Littlethorpe, Whetstone, Glen Parva and Cosby)

Post 16 (sixth form)

Information concerning admission to the sixth form is available on the school’s website. For full details of definitions, terms and notes please see the school’s website: www.englishmartyrs.org
Madani Boys’ School
Oversubscription criteria

SIF required: Yes

Madani Boys’ School does not have a designated catchment area.

Madani Boys School will first accept all pupils with an Education, Health and Care Plan (EHCP) plan or a statement of special educational needs that names the school.

After the admission of pupils with EHCPs or statements, the criteria below will be applied in the order in which they are set out below:

A) Looked after Muslim children and previously looked after Muslim children who meet the religious practice test .

B) Muslim children who meet the religious practice test and who have or will have a sibling in either the school or the co-located girls school at the time of admission.

C) Muslim children who meet the religious practice test and who have a parent employed at the school or the co-located girls school for two or more years at the time of application.

D) Muslim children who meet the religious practice test.

E) Any other looked after children or previously looked after children.

F) Children of other faiths whose application is supported by a letter from a minister of religion which confirms that the child regularly practices that faith.

G) Any other children.

If in the application of criterion B to D and F to G, the number of applicants in any category exceeds the number of places available, places will be offered to those living closest to the school.

If in any of the criterion B to D and F to G, two or more applicants live at the same distance from the school, then the final place will be allocated randomly by way of a lottery observed by an independent person.

For full details of definitions, terms and notes please see the school’s website: www.madani.leicester.sch.uk

Don’t forget to apply by the closing date - midnight 31 October 2017
Madani Girls’ School
Oversubscription criteria

SIF required: Yes

Madani Girls’ School does not have a designated catchment area.

Madani Girls’ School will first accept all pupils with an Education, Health and Care Plan (EHCP) plan or a statement of special educational needs that names the school.

After the admission of pupils with EHCPs or statements, the criteria below will be applied in the order in which they are set out below:

A) Looked after Muslim children and previously looked after Muslim children who meet the religious practice test.

B) Muslim children who meet the religious practice test and who have or will have a sibling in either the school or the co-located boys school at the time of admission.

C) Muslim children who meet the religious practice test and who have a parent employed at the school or the co-located boys school for two or more years at the time of application.

D) Muslim children who meet the religious practice test.

E) Any other looked after children or previously looked after children.

F) Children of other faiths whose application is supported by a letter from a minister of religion which confirms that the child regularly practises that faith.

G) Any other children.

If in the application of criterion B to D and F to G, the number of applicants in any category exceeds the number of places available, places will be offered to those living closest to the school.

If, in any of the criterion B to D and F to G, two or more applicants live at the same distance from the school, then the final place will be allocated randomly by way of a lottery observed by an independent person.

For full details of definitions, terms and notes please see the school’s website: www.madani.leicester.sch.uk
Rushey Mead Academy
Oversubscription criteria

SIF required: No

A child with an Education, Health and Care Plan (EHCP) which names Rushey Mead Academy at Part 4 of the statement will be admitted.

Where the number of applications for places exceeds the number of places available, as specified by the planned admission number, the following criteria, in priority order, will be applied to determine those children who will be offered a place:

1. Looked after Children
   A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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. Priority under this criterion will also be given to a formerly looked after child who has ceased to be so because they were adopted (under the Adoption and Children Act 2002) or became a subject to a residence order or special guardianship order (under the Children Act 1989).

2. Children who are the subject of child protection plans where an alternative school is necessary to avoid an abuser.

3. Children of parent who are fleeing domestic violence which can be verified by a senior social worker.

4. Children whose home address is in the catchment area of the academy and there is already a sibling at the academy and the sibling will still be at the academy at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent’s / carer’s partner where the school place sought is permanently living in the same family unit at the same address as the sibling. The sibling must be in years 7 - 11.

5. Children whose home address is outside the catchment area of the academy and there is already a sibling at the academy and the sibling will still be at the academy at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister or the child of the parent’s / carer’s partner where the school place sought is permanently living in the same family unit at the same address as that sibling.

6. Children whose home address is within the catchment area of the academy.

7. Children whose home address is outside the catchment area of the academy and who have requested a place.

Within each criterion, priority will be given to children living closest to the school. Distance will be measured on a straight line basis using a geographical information system from the geo-code reference point for the child’s home address to the geo-code reference point for Rushey Mead Academy.

For full details of definitions, terms and notes please go to www.rushey-rmet.org.uk
SIF required: Yes

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.

Pupils with an Education, Health and Care Plan (EHCP) (see note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic children who are ‘looked after’ or who were ‘previously looked after’ (see notes 2 and 3).
2. Catholic children (see note 3).
3. Other children who are ‘looked after’ or who were ‘previously looked after’ (see note 2).
4. Catechumens, Candidates and members of Eastern Christian Churches (see notes 4, 5 and 6).
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7).
6. Children of other faiths whose membership is evidenced by a religious leader (see note 8).
7. Any other children.

First priority within the criteria will be given to applications from children who attend one of the partner primary schools.

Second priority within the criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.

Distance measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the school. Measurement of distance will be 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.

Tiebreaker

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 the governors will admit the additional child above the planned admission number.

Partner primary schools

Sacred Heart, Leicester
St Joseph’s, Leicester
St Thomas More, Leicester
St John Fisher, Wigston
St Joseph’s, Market Harborough
English Martyrs, Oakham (Rutland)

For full details of definitions, terms and notes please go to www.st-pauls.leicester.sch.uk
Tudor Grange Samworth Academy
A Church of England School
Oversubscription criteria

SIF required: No

After the admission of pupils with statements of special educational needs where the Tudor Grange Samworth Academy is named on the statement, the criteria will be applied in the following order:

Admissions to year 7

A) Children who are in the care or interim care of a local authority pursuant to S31 and 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 Tudor Grange Samworth Academy who live in the Designated Geographical Area (DGA).

C) Children of parents living in the DGA.

D) Children on the basis of proximity to the school using straight line measurement from the main entrance of The Academy to the main entrance of the child’s home.

Criterion D will act as a tie break in the event of the admission number being reached through criterion A to C.

For full details of definitions, terms and notes please go to www.samworth.tgacademy.org.uk

Don’t forget to apply by the closing date - midnight 31 October 2017
Accepting the school place offered

You will receive an email (or a letter) from the School Admissions Team informing you which school your child has been allocated on National Offer Day – 1 March 2018.

Please note that decisions will not be given over the telephone and there are no facilities to come and pick up a letter from our offices. You will need to respond to the offer by Friday 16 March 2018, details of how to respond will be included in your decision email or letter. You should also contact the school, who will give you clear information about arrangements for starting school and details of the transition day. If your child does not take up his/her school place on the agreed day and you have not informed the school of any special reason for the delay, the School Admissions Team may withdraw the offer and give the place to another child.

What can I do if I am not happy with the school place offered?

We will add your child to the waiting list(s) for your preferred school(s).

If you have been refused a place at any of your preferred schools your child’s name will be added to the waiting list and we will contact you if a place becomes available.

Waiting lists are held in oversubscription criteria order. If a place becomes available it will be offered to the first child on the waiting list. We are not allowed to distinguish between on-time and late applications when compiling waiting lists so a child can move down the list when a child being added to the list has a higher priority or up the list if a child is offered a place or asks to be removed from the list.
We will only contact you if your child is top of the waiting list and a place becomes available. You can ask for your child’s name to be removed from a schools waiting list at any time.

We will hold and maintain the waiting lists for all schools up until August 2018. After this time, we continue to maintain the lists for our community and trust schools until July 2019. For voluntary aided schools and academies, they will maintain their own waiting lists from August 2018 and you will need to contact them directly with any waiting list enquiries.

How to lodge an appeal

If you have been refused one of your preferred schools, you can appeal to the independent appeal panel.

You can only appeal for a place at a school for which you have a current live preference.

You should act quickly to register an appeal and by no later than the deadline of 31 March 2018. Appeals submitted after 31 March 2018 will still be considered but are unlikely to be heard in time for the start of the new academic year. If your appeal is unsuccessful the authority will not normally consider a further appeal for the same school for entry in the same academic year unless there has been a significant change in your circumstances.

If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent your child from missing out on a school altogether.

How does the appeal process work?

You will have the opportunity to put forward your case to the independent appeal panel who will carefully consider the reasons you put forward for seeking a place at your preferred school. This is an independent body that is not bound by the council’s admission priorities, or the published admission numbers. The panel’s decision is binding on the council and on parents/carers.

You may appeal for a place at more than one school as long as it was one of your preferences and we were not able to offer you a place at that school. This does not apply if you now want to seek a place at another school.

You can lodge your appeal online at www.leicester.gov.uk/admissions.

If you have been refused a place at any of the following schools you must contact them directly as the governing bodies of these schools are responsible for their own admission arrangements. The school will advise you of the process for making an appeal.

English Martyrs Catholic School
Madani Boys’ School
Madani Girls’ School
St Pauls’ Catholic School
Tudor Grange Samworth Academy

If you have been refused a place at a Leicestershire County Council school or any other local authority school you must contact the local authority concerned for further advice and information.
What happens if I change address during the admission process?

If you change address during the admissions process, you will need to provide us with proof of your move before 27 November 2017 if you wish us to base your school allocation on your new home address. If you change address during the admissions process and up until the start of the term that your child will start school, you must notify the School Admissions Team. If you do not do this, and we offer your child a place at your preferred school based on an address where you no longer live, this place will be taken away again.

You must provide proof of all changes of address. Until we see proof of a change of address we will allocate a school place based on your existing address.

When moving house the evidence required is:

- Confirmation that the house purchase is legally binding (i.e. contracts have already been exchanged and completed); or
- A formal lease agreement which shows that the property leased is suitable for the family’s needs; and
- Evidence that the previous property has been sold or rental ceased at;
- Utility bills to prove that the family is resident in the new property.

If your application is received after the deadline and we do not receive proof of a house move (or other independent supporting information explaining why the form is late), we will treat this application as late. It is up to you to provide us with reasons to accept it as late with good reason.

If you are due to move house within Leicester you must still apply by the deadline and then provide your revised information and proof by 27 November 2017. Please note: these arrangements refer to community schools and trust schools. Voluntary aided schools and academies have their own admission arrangements that are controlled by the school governors, and you should contact the relevant headteacher for further details.
What if I move to the area when my child would not normally change school?

If you have moved house and it is no longer practical to make the journey to your child’s current school, you will need to apply for a place at a different school. If you wish to apply for a Leicester school, you will need to make an In-Year application online. We will be able to arrange a transfer to the school you prefer if there is a place available when we process your application.

You can apply for a school place in advance of your move if you wish, however you will not receive a decision more than half a term before your child is due to start at the new school. For a place at the start of a new academic year, applications can only be made 4 weeks before the end of term.

No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school.

Transfers in years 10 and 11 are not usually recommended due to likely difficulties in GCSE curriculum matches and in the subject timetabling. If you are considering moving your child please discuss this with the current school and contact the School Admissions Team.

In-year fair access protocol

As required by law, Leicester City Council has a fair access protocol with schools. This ensures that vulnerable children who need a school place outside the main admission round are offered one as soon as possible. This can sometimes result in schools going above their published admission number for an established year group.

Moving school if you have not moved house

Sometimes a change of school is unavoidable, for example where a child has moved house or has had to leave private school due to a change of circumstances. However, we would like to take this opportunity to highlight to parents the issues associated with moving children to another school midway through their education. It has been statistically demonstrated that children and young people do less well in examinations when they have moved schools outside of normal transition periods. This is particularly the case for movement during years 10 and 11. The disruption to education can be particularly detrimental for GCSE results, as all schools will tend to follow different combinations of syllabuses and offer different courses. We would, therefore, advise that should issues arise in your child’s school the advised course of action would be to resolve these with school staff. If you apply to transfer from one Leicester school to another we would recommend that you convene a meeting with a senior staff member at your current school to discuss the implications of this before going ahead.
SECTION 7

TRAVEL AND TRANSPORT TO SCHOOL – WHAT YOU NEED TO KNOW

Will I be offered free transport to school?

It is your responsibility as a parent or carer to get your child to school. You must think very carefully about the distance and how your child will travel to school. The majority of children are not eligible for free transport to school.

The policies that apply to school admissions and transport to school operate separately. In particular, if a pupil is offered a place in a preferred school this does not in any way guarantee that transport will be available. If transport to school is an issue for you when applying for a school, you are strongly advised to contact us before stating your preference.

You will be eligible for free transport to school if:

- Your child is of statutory school age; and
- The school attended is the nearest appropriate one as determined by Leicester City Council; and
- The distance between home and school is more than the statutory walking distance of three miles.

Note: Transport is provided only at the beginning and end of the normal school day.
Arrangements for low income families

Children from families entitled to free school meals or who are in receipt of the maximum level of Working Tax Credit will be entitled to free transport if they are aged between 11 and 16 and are attending one of their three nearest qualifying schools, stated as a preference, and live between two and six miles from that school. The two miles is measured in the same way as the statutory walking distance; the six miles is along road routes.

A low income criterion has been introduced for faith based home to school travel. For children aged 11-16 from low income families, free travel must be arranged to the nearest suitable school preferred on the grounds of religion or belief where they live more than two miles but not more than fifteen miles from the school.

Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP (formerly known as statements of Special Educational Needs) who may have no entitlement on distance grounds or normal borough policies will be considered under a separate policy.

Transport is provided to the nearest appropriate school, as defined by Leicester City Council, with regard to a child’s particular needs.

Application forms for school transport

Full details of how to apply are available on our website.

Don’t forget to apply by the closing date - midnight 31 October 2017
Some of the terms we use

Looked after and previously looked after children

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 function at the time of making an application to the school. A ‘previously looked after’ child is a child who was looked after but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

Siblings

‘Sibling’ means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address.

Multiple births

In the case of twins, triplets or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Home address

‘Home address’ means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications (31 October 2017). Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

Supplementary information forms (SIFs)

Some schools will require the completion of a SIF as well as making the local authority’s on-line application. SIFs are available from the school, from the school’s website or from the city council’s website. Any questions relating to the SIF should be addressed to the school itself. SIFs must be received by the relevant school by the closing deadline of 31 October 2017. We recommend that you ask for a receipt for the safe delivery of the form.

Useful websites

Leicester City Council, schools admissions
www.leicester.gov.uk/admissions

Ofsted (The Office for Standards in Education)
www.ofsted.gov.uk

Office of the School’s Adjudicator
www.schoolsadjudicator.gov.uk

Local Government Ombudsman
www.lgo.org.uk

Independent Schools Council information service
www.isc.co.uk

Department for Education (DfE)
www.dfe.gov.uk

Other information

Free school meals

For information regarding eligibility, please visit www.leicester.gov.uk/freesschoolmeals or call on 0116 454 1009 (option 3).

Children of UK service personnel

We will follow the School Admissions Code in allocating places for armed forces personnel.

Don’t forget to apply by the closing date - midnight 31 October 2017
### HOW PLACES WERE ALLOCATED ON 1 MARCH 2017

| School             | Total Preferences (1, 2, or 3) | Published Admission Number (PAN) | Agreed additional places for Y7 only* | Temporary over-allocation due to high demand* | Children who have a Statement of SEN or an EHCP Plan | Children in the care of a local authority or who were previously in the care of a local authority | Children who are the subject of child protection plans | Children whose home address is outside the catchment area of the secondary school with a sibling at the school | Children whose home address is in the catchment area of the secondary school and who have requested a place | Distance from school of last place allocated to on-time applications (for over-subscribed schools) | Number of Places Allocated against the published Admissions Criterion |
|--------------------|-------------------------------|---------------------------------|--------------------------------------|-----------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Babington          | 344                           | 210                             | 5                                    | 6                                             | 14                                               | 0                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 42                                               | 21                                               | 91                                             | 53                                             | n/a                                             | 221                                             |
| Beaumont Leys      | 362                           | 210                             | 12                                   | 3                                             | 0                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 21                                               | 29                                               | 74                                             | 100                                            | n/a                                             | 225                                             |
| Crown Hills        | 565                           | 240                             | 30                                   | 7                                             | 5                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 27                                               | 53                                               | 70                                             | 121                                            | n/a                                             | 277                                             |
| Fullhurst          | 334                           | 180                             | 100                                  | 16                                            | 2                                               | 2                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 43                                               | 8                                                | 178                                            | 63                                             | n/a                                             | 296                                             |
| Hamilton           | 226                           | 240                             | 0                                    | 0                                             | 0                                               | 2                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 22                                               | 14                                               | 113                                            | 68                                             | n/a                                             | 219                                             |
| Judgemeadow        | 737                           | 240                             | 30                                   | 8                                             | 4                                               | 3                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 28                                               | 34                                               | 71                                             | 138                                            | 2.192                                           | 278                                             |
| Moat               | 344                           | 210                             | 0                                    | 11                                            | 1                                               | 0                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 40                                               | 35                                               | 74                                             | 71                                             | 0.806                                           | 221                                             |
| New College        | 233                           | 180                             | 0                                    | 15                                            | 1                                               | 4                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 38                                               | 1                                                | 134                                            | 17                                             | n/a                                             | 195                                             |
| Rushey Mead        | 669                           | 312                             | 12                                   | 4                                             | 5                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 35                                               | 36                                               | 214                                            | 37                                             | 0.953                                           | 328                                             |
| Sir Jonathan North | 316                           | 240                             | 10                                   | 6                                             | 0                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 13                                               | 22                                               | 73                                             | 147                                            | n/a                                             | 256                                             |
| Soar Valley        | 702                           | 255                             | 5                                    | 6                                             | 2                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 70                                               | 6                                                | 187                                            | 0                                              | 1.301                                           | 266                                             |
| The City of Leicester | 584                         | 240                             | 0                                    | 7                                             | 0                                               | 2                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 23                                               | 49                                               | 58                                             | 115                                            | 2.781                                           | 247                                             |
| The Lancaster      | 113                           | 240                             | 0                                    | 0                                             | 0                                               | 1                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 7                                                | 16                                               | 37                                             | 63                                             | n/a                                             | 124                                             |
| English Martyrs    | 427                           | 180                             | 1                                    | 0                                             | 0                                               | 0                                                                                           |                                                              | 0                                                                               | 0                                                                               | 0                                               | 0                                                | 0                                              | 0                                              | 0                                               | 181                                             |
| Madani Boys        | 194                           | 60                              | 0                                    | 0                                             | 0                                               | 0                                                                                           |                                                              | 0                                                                               | 0                                                                               | 0                                               | 0                                                | 0                                              | 0                                               | 0                                               | 60                                              |
| Madani Girls       | 204                           | 60                              | 0                                    | 0                                             | 0                                               | 0                                                                                           |                                                              | 0                                                                               | 0                                                                               | 0                                               | 0                                                | 0                                              | 0                                               | 0                                               | 60                                              |
| Saint Pauls        | 349                           | 180                             | 12                                   | 2                                             | 0                                               | 0                                                                               | 0                                                               | 0                                                                               | 0                                                                               | 0                                               | 0                                                | 0                                              | 0                                               | 0                                               | 51                                              |
| Tudor Grange Samworth | 36                           | 60                              | 0                                    | 0                                             | 0                                               | 0                                                                                           |                                                              | 0                                                                               | 0                                                                               | 0                                               | 0                                                | 0                                              | 0                                               | 0                                               | 0                                               |

These Voluntary Aided Schools have their own Admissions Criteria. Please refer to School’s website for details of how places were allocated. They also advise that parents should complete the school’s own Supplementary Information form (SIF) in addition to the Local Authority’s Application Form in order for it to be considered under the correct criterion.

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Don’t forget to apply by the closing date - **midnight 31 October 2017**