APPLYING FOR A PRIMARY, INFANT OR JUNIOR SCHOOL 2019/2020
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 General Data Protection Regulation and the Data Protection Act 2018.

We will always try and keep your personal data secure, whether it is held on paper or electronically. Please see our Privacy Notice at www.leicester.gov.uk for more details.

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

By email at: 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

Don’t forget to apply by the closing date - midnight 15 January 2019
1 Visit the schools and have a look on their websites
Our schools will be happy to arrange for you to visit them and have a look around. Also visit the schools websites where you will find useful information about the school. Contact details and the website addresses for each school are shown on pages 10-21.

2 Read useful reports about the schools
You can find information on school performance at https://www.compare-school-performance.service.gov.uk/. To view the most recent Ofsted report for a school, please visit www.ofsted.gov.uk

3 Consider how many places are available at each school and who these are offered to
Each school has a limited number of places and this is known as the published admission number. This number takes into account how many pupils each school can accommodate and how many children in Leicester need a school place. The number of places for each school is shown on pages 9-20.

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 pages 21-24.

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.

5 Do use all three of your preferences
Carefully consider three different schools to list. If you only list one school, you may end up with one that is much further away.

6 If you feel your child is not ready to start school
By law, a child does not have to attend school full-time until the start of the term following their fifth birthday. Until this time, you can request a part time place or a place to start later in the year. There are also separate rules for summer born children and these are explained on page 24 in this booklet.

Don’t forget to apply by the closing date - midnight 15 January 2019
## Important dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 12 September 2018</td>
<td>Application process begins</td>
<td>Online system opens for applications to be submitted.</td>
</tr>
<tr>
<td>Midnight 15 January 2019</td>
<td>Closing date for applications</td>
<td>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. If you miss the closing date, this will significantly reduce your chances of getting a place at the school you want.</td>
</tr>
<tr>
<td>11 February 2019</td>
<td>If you have missed the deadline</td>
<td>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. See page 32 for more details.</td>
</tr>
<tr>
<td>March and April 2019</td>
<td>All on-time applications are processed</td>
<td></td>
</tr>
<tr>
<td>16 April 2019</td>
<td>Offers of school places are sent out for all on-time applications</td>
<td>We will send you an email with your application outcome. We will also send offers letters by second class post. 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>
</tbody>
</table>

Don’t forget to apply by the closing date - **midnight 15 January 2019**
## Important dates to remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 May 2019</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. This will 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 June and August each year.</td>
</tr>
<tr>
<td>6 May 2019</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>13 May 2019</td>
<td>First round of late applications will be considered (applications received between 16 January 2019 and 16 April 2019).</td>
</tr>
<tr>
<td>3 June 2019</td>
<td>Remaining late applications will be considered from this date (those received after 17 April 2019) including change of preference requests.</td>
</tr>
<tr>
<td>August 2019</td>
<td>Children start at their new school.</td>
</tr>
</tbody>
</table>

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Different types of primary, infant and junior schools in Leicester

If you live in Leicester City, we will process your application for any school, even if the school is outside of Leicester City.

Your child may start their education at either a primary or infant school. They will then progress through the tiers shown.

- **Primary school**
  - age 4 - 11
  - years reception to 6

- **Infant school**
  - age 4 - 7
  - years reception to 2

- **Junior school**
  - age 7 - 11
  - years 3 - 6

- **Secondary school**
  - age 11 - 16 (or 18)
  - years 7 - 11 (or 13)

Don’t forget to apply by the closing date - **midnight 15 January 2019**
We have five different types of Leicester primary, infant and junior schools:

- Community schools
- Voluntary controlled schools
- Voluntary aided schools
- Academies
- Free schools

Each school has a limited number of places and this is known as the published admission number. The number for each school is shown on pages 9-20.

**Community and voluntary controlled primary 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. Voluntary-controlled schools are a cross between community and voluntary-aided schools. The local authority employs the staff and sets the entrance criteria, like a community school, but the school land and buildings are owned by a charity, often a church, which also appoints some members of the governing body.

**Voluntary aided schools**

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

**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.

**Free schools**

Free schools are funded by the government but aren’t run by the local council. They have more control over how they do things. They’re ‘all-ability’ schools, so can’t use academic selection processes like a grammar school.

Academies and Free schools can:
- set their own pay and conditions for staff
- change the length of school terms and the school day

They don’t have to follow the national curriculum.
## Details of our schools as at September 2018

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>Type of school* at time of publishing (Aug 2018)</th>
<th>Published admission number (PAN)</th>
<th>Age range</th>
<th>Oversubscribed (Y/N)</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey Primary Community School</td>
<td>C</td>
<td>90</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 266 1809 Email: <a href="mailto:office@abbey-leicester.sch.uk">office@abbey-leicester.sch.uk</a> Web: <a href="http://www.abbey.leicester.sch.uk">www.abbey.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Ms Ellie Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Address: 109 Ross Walk, Leicester, LE4 5HH</td>
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<tr>
<td>Alderman Richard Hallam Primary School</td>
<td>C</td>
<td>120</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 262 4003 E-mail: <a href="mailto:office@aldermanrichardhallam.leicester.sch.uk">office@aldermanrichardhallam.leicester.sch.uk</a> Web: <a href="http://www.arhprimary.co.uk">www.arhprimary.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Miss A Kedzior</td>
<td></td>
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<td></td>
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<tr>
<td>Address: Avebury Avenue, Leicester, LE4 0FQ</td>
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</tr>
<tr>
<td>Avenue Primary School</td>
<td>C</td>
<td>75</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 270 8326 E-mail: <a href="mailto:office@avenue.leicester.sch.uk">office@avenue.leicester.sch.uk</a> Web: <a href="http://www.avenue.leicester.sch.uk">www.avenue.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Ms L Underwood</td>
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<td></td>
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<tr>
<td>Address: Avenue Road Extension, Leicester, LE2 3EJ</td>
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<tr>
<td>Barley Croft Primary School</td>
<td>C</td>
<td>45</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 235 9008 E-mail: <a href="mailto:office@barleycroft.leicester.sch.uk">office@barleycroft.leicester.sch.uk</a> Web: <a href="http://www.barleycroft.leicester.sch.uk">www.barleycroft.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Mr K Lacey</td>
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<tr>
<td>Address: Malham Close, Leicester, LE4 0UT</td>
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<tr>
<td>Beaumont Lodge Primary School</td>
<td>C</td>
<td>30</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 236 6925 E-mail: <a href="mailto:office@beaumontlodge.leicester.sch.uk">office@beaumontlodge.leicester.sch.uk</a> Web: <a href="http://www.beaumontlodgeprimary.co.uk">www.beaumontlodgeprimary.co.uk</a></td>
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<tr>
<td>Headteacher: Ms D Solla</td>
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<tr>
<td>Address: Astill Lodge Road, Leicester, LE4 1DT</td>
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<tr>
<td>Belgrave St Peter's C of E Primary School</td>
<td>VA</td>
<td>30</td>
<td>3-11</td>
<td>Please refer to the school directly for details on how places were allocated</td>
<td>Tel: 0116 266 5790 E-mail: <a href="mailto:admin@belgrave.leicester.sch.uk">admin@belgrave.leicester.sch.uk</a> Web: <a href="http://www.belgraveceprimary.co.uk">www.belgraveceprimary.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs V Kenney</td>
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<tr>
<td>Address: Thurcaston Road, Leicester LE4 5PG</td>
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<tr>
<td>Braunstone Community Primary School</td>
<td>A</td>
<td>60</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 285 8130 E-mail: <a href="mailto:office@braunstone.leicester.sch.uk">office@braunstone.leicester.sch.uk</a> Web: <a href="http://www.braunstone.leicester.sch.uk">www.braunstone.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Ms J Mahil</td>
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<tr>
<td>Address: Cort Crescent, Leicester LE3 1QH</td>
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</tbody>
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* C=community, A=academy, VA=voluntary aided school, VC=voluntary controlled, F=free school

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</tr>
</thead>
</table>
| Braunstone Frith Primary School                  | C                                               | 90                              | 3-11      | N                    | Tel: 0116 287 2487  
E-mail: office@braunstonefrith.leicester.sch.uk  
Web: www.braunstonefrith.org.uk |
| Headteacher: Mrs A Smith                         |                                                 |                                 |           |                      |                                                                                  |
| Address: Cuffling Drive, Leicester, LE3 6NF      |                                                 |                                 |           |                      |                                                                                  |
| Bridge Junior School                             | C                                               | 90                              | 7-11      | N                    | Tel: 0116 253 6092  
E-mail: office@bridge.leicester.sch.uk  
Web: www.bridge.leicester.sch.uk |
| Headteacher: Mr P Driver                         |                                                 |                                 |           |                      |                                                                                  |
| Address: Mere Close, off Mere Road, Leicester LE5 3HH |                                 |                                 |           |                      |                                                                                  |
| Buswells Lodge Primary School                    | C                                               | 60                              | 3-11      | N                    | Tel: 0116 235 2129  
E-mail: office@buswellslodge.leicester.sch.uk  
Web: www.buswellslodge.leicester.sch.uk |
| Headteacher: Mr S Fewster                        |                                                 |                                 |           |                      |                                                                                  |
| Address: Beauville Drive, Leicester LE4 0PT      |                                                 |                                 |           |                      |                                                                                  |
| Caldecote Community Primary School               | C                                               | 90                              | 3-11      | N                    | Tel: 0116 282 4482  
E-mail: office@caldecote.leicester.sch.uk  
Web: www.caldecote.leicester.sch.uk |
| Headteacher: Mr M Alcock                         |                                                 |                                 |           |                      |                                                                                  |
| Address: 164 Hallam Crescent East, Leicester LE3 1FF |                                 |                                 |           |                      |                                                                                  |
| Catherine Infant School                          | C                                               | 110                             | 3-7       | N                    | Tel: 0116 262 5422  
E-mail: admin@catherine-inf.leicester.sch.uk  
Web: www.catherine-inf.leicester.sch.uk |
| Headteacher: Ms J Harrold                        |                                                 |                                 |           |                      |                                                                                  |
| Address: Ulverscroft Road, Leicester LE4 6BY     |                                                 |                                 |           |                      |                                                                                  |
| Catherine Junior School                          | C                                               | 120                             | 7-11      | N                    | Tel: 0116 262 5896  
E-mail: office@catherine-jun.leicester.sch.uk  
Web: www.catherine-jun.leicester.sch.uk |
| Headteacher: Ms Jennie Nurse                     |                                                 |                                 |           |                      |                                                                                  |
| Address: Brandon Street, Leicester LE4 6AZ       |                                                 |                                 |           |                      |                                                                                  |
| Charnwood Primary School                         | C                                               | 60                              | 3-11      | Y                    | Tel: 0116 251 6574  
E-mail: office@charnwood.leicester.sch.uk  
Web: www.charnwood.leicester.sch.uk |
| Headteacher: Ms N Jassat                         |                                                 |                                 |           |                      |                                                                                  |
| Address: Needham Street, Leicester LE2 0HE       |                                                 |                                 |           |                      |                                                                                  |

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<th>Contact details</th>
</tr>
</thead>
</table>
| Christ the King Catholic Primary School                         | A                                                | 90                              | 4-11      | Please refer to the school directly for details on how places were allocated | Tel: 0116 285 7261  
  E-mail: office@ctk.leicester.sch.uk  
  Web: www.ctkleicester.co.uk |
| Coleman Primary School                                          | C                                                | 90                              | 3-11      | N                    | Tel: 0116 249 0109  
  E-mail: office@coleman.leicester.sch.uk  
  Web: www.colemanprimary.co.uk |
| Dovelands Primary School                                        | C                                                | 75                              | 3-11      | Y                    | Tel: 0116 285 7716  
  E-mail: office@dovelands.leicester.sch.uk  
  Web: www.dovelands.leicester.sch.uk |
| Evington Valley Primary School                                  | C                                                | 45                              | 3-11      | Y                    | Tel: 0116 273 6971  
  E-mail: office@evingtonvalley.leicester.sch.uk  
  Web: www.evingtonvalley.leicester.sch.uk |
| Eyres Monsell Primary School                                    | C                                                | 60                              | 3-11      | N                    | Tel: 0116 277 3855  
  E-mail: admin@eyresmonsell.leicester.sch.uk  
  Web: www.eyresmonsell.leicester.sch.uk |
| Falcons Primary School                                          | F                                                | 60                              | 4-11      | N                    | Tel: 0116 451 0050  
  E-mail: office@falconsprimary.org  
  Web: www.falconsprimary.org |
| Folville Junior School                                          | C                                                | 90                              | 7-10      | N                    | Tel: 0116 282 4368  
  E-mail: office@folville.leicester.sch.uk  
  Web: www.folville.leicester.sch.uk |

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<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forest Lodge Academy</strong></td>
<td>A</td>
<td>90</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 287 1220 E-mail: <a href="mailto:office@forestlodge.leicester.sch.uk">office@forestlodge.leicester.sch.uk</a> Web: <a href="http://www.forestlodge.leicester.sch.uk">www.forestlodge.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs C Caldwell</td>
<td></td>
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</tr>
<tr>
<td>Address: Charnor Road, Leicester, LE3 6LH</td>
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<tr>
<td><strong>Fosse Primary School</strong></td>
<td>C</td>
<td>120</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 251 9261 E-mail: <a href="mailto:office@fosse-pri.leicester.sch.uk">office@fosse-pri.leicester.sch.uk</a> Web: <a href="http://www.fosse-pri.leicester.sch.uk">www.fosse-pri.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr R Stone</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Address: Balfour Street, Leicester, LE3 5EA</td>
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<tr>
<td><strong>Glebelands Primary School</strong></td>
<td>C</td>
<td>40</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 234 0010 E-mail: <a href="mailto:office@glebelands.leicester.sch.uk">office@glebelands.leicester.sch.uk</a> Web: <a href="http://www.glebelands.leicester.sch.uk">www.glebelands.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr L Lee</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Chancel Road, Leicester, LE4 2WF</td>
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<tr>
<td><strong>Granby Primary School</strong></td>
<td>C</td>
<td>60</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 229 8160 E-mail: <a href="mailto:info@granby.leicester.sch.uk">info@granby.leicester.sch.uk</a> Web: <a href="http://www.granby.leicester.sch.uk">www.granby.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr P Fowler</td>
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<tr>
<td>Address: Granby Road, Leicester, LE2 8LP</td>
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<tr>
<td><strong>Green Lane Infant School</strong></td>
<td>C</td>
<td>90</td>
<td>3-7</td>
<td>Y</td>
<td>Tel: 0116 262 7050 E-mail: <a href="mailto:office@greenlane.leicester.sch.uk">office@greenlane.leicester.sch.uk</a> Web: <a href="http://www.greenlaneinfantschool.co.uk">www.greenlaneinfantschool.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs T Lower</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Address: Spinney Hill Road, Leicester, LE5 3GG</td>
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</tr>
<tr>
<td><strong>Hazel Community Primary School</strong></td>
<td>C</td>
<td>60</td>
<td>4-11</td>
<td>N</td>
<td>Tel: 0116 233 8411 E-mail: <a href="mailto:office@hazel.leicester.sch.uk">office@hazel.leicester.sch.uk</a> Web: <a href="http://www.hazel.leicester.sch.uk">www.hazel.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr E Rowe</td>
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<tr>
<td>Address: Hazel Street, Leicester, LE2 7JN</td>
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<tr>
<td><strong>Heatherbrook Primary Academy</strong></td>
<td>A</td>
<td>30</td>
<td>4-11</td>
<td>N</td>
<td>Tel: 0116 235 7721 E-mail: <a href="mailto:office@heatherbrook.leicester.sch.uk">office@heatherbrook.leicester.sch.uk</a> Web: <a href="http://www.heatherbrook.co.uk">www.heatherbrook.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Miss J Mitchell</td>
<td></td>
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</tr>
<tr>
<td>Address: Astill Lodge Road, Leicester, LE4 1BE</td>
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</tr>
</tbody>
</table>

* C=community, A=academy, VA=voluntary aided school, VC=voluntary controlled, F=free school

Don’t forget to apply by the closing date - **midnight 15 January 2019**
## Details of our schools as at September 2018

<table>
<thead>
<tr>
<th>School name</th>
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<th>Published admission number (PAN)</th>
<th>Age range</th>
<th>Oversubscribed (Y/N)</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Herrick Primary School                               | C                                                | 60                              | 3-11      | N                    | Tel: 0116 266 5656  
E-mail: office@herrick.leicester.sch.uk  
Web: www.herrick.leicester.sch.uk |
| Highfields Primary School                            | C                                                | 45                              | 3-11      | Y                    | Tel: 0116 253 1382  
E-mail: office@highfields-pri.leicester.sch.uk  
Web: www.highfields-pri.leicester.sch.uk |
| Holy Cross Catholic Primary School**                 | VA                                               | 30                              | 3-11      | Please refer to the school directly for details on how places were allocated |
| Hope Hamilton CE (Aided) Primary School               | A                                                | 60                              | 3-11      | Please refer to the school directly for details on how places were allocated |
| Humberstone Infant Academy                           | A                                                | 90                              | 3-7       | Y                    | Tel: 0116 276 7648  
E-mail: office@humberstoneinfantacademy.co.uk  
Web: www.humberstone-inf.leicester.sch.uk |
| Humberstone Junior Academy                           | A                                                | 90                              | 7-11      | N                    | Tel: 0116 276 7248  
E-mail: office@humberstoneacademy.co.uk  
Web: www.humberstonejunioracademy.co.uk |
| Imperial Avenue Infant School                        | C                                                | 90                              | 3-7       | N                    | Tel: 0116 282 4503  
E-mail: office@imperialavenue.leicester.sch.uk  
Web: www.imperialavenue.leicester.sch.uk |

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<th>Oversubscribed (Y/N)</th>
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<td>C</td>
<td>75</td>
<td>3-7</td>
<td>Y</td>
</tr>
<tr>
<td>Headteacher: Miss K Parsons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Ingle Street, Leicester, LE3 9FS</td>
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<tr>
<td>Contact details</td>
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<tr>
<td>Tel: 0116 262 2479</td>
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</tr>
<tr>
<td>E-mail: <a href="mailto:office@inglehurst-inf.leicester.sch.uk">office@inglehurst-inf.leicester.sch.uk</a></td>
<td></td>
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<tr>
<td>Web: <a href="http://www.inglehurstinfants.org.uk">www.inglehurstinfants.org.uk</a></td>
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<tr>
<td><strong>Inglehurst Junior School</strong></td>
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<td>75</td>
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<td>N</td>
</tr>
<tr>
<td>Headteacher: Mrs S Downes</td>
<td></td>
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<tr>
<td>Address: Ingle Street, Leicester, LE3 9FS</td>
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<tr>
<td>Contact details</td>
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<tr>
<td>Tel: 0116 262 4598</td>
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<tr>
<td>E-mail: <a href="mailto:office@inglehurst-jun.leicester.sch.uk">office@inglehurst-jun.leicester.sch.uk</a></td>
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<tr>
<td><strong>Kestrels' Field Primary School</strong></td>
<td>C</td>
<td>120</td>
<td>3-11</td>
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<tr>
<td>Headteacher: Ms Z Simpson</td>
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<td></td>
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</tr>
<tr>
<td>Address: Maidenwell Avenue, Hamilton, Leicester, LE5 1TG</td>
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<tr>
<td>Contact details</td>
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</tr>
<tr>
<td>Tel: 0116 246 1732</td>
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<tr>
<td>E-mail: <a href="mailto:admin@kestrelsf.leicester.sch.uk">admin@kestrelsf.leicester.sch.uk</a></td>
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<tr>
<td><strong>King Richard III Infant and Nursery School</strong></td>
<td>C</td>
<td>60</td>
<td>3-7</td>
<td>Y</td>
</tr>
<tr>
<td>Acting Headteacher: Mrs K Barot</td>
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<td></td>
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</tr>
<tr>
<td>Address: Andrewes Street, Leicester, LE3 5PA</td>
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<td>Contact details</td>
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<tr>
<td>Tel: 0116 262 1905</td>
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<tr>
<td>E-mail: <a href="mailto:office@kingrichards.leicester.sch.uk">office@kingrichards.leicester.sch.uk</a></td>
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<td>Web: <a href="http://www.kingrichards.leicester.sch.uk">www.kingrichards.leicester.sch.uk</a></td>
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<tr>
<td><strong>Knighton Fields Primary Academy</strong></td>
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<td>30</td>
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<tr>
<td>Headteacher: Mr G Aldred</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Address: Knighton Fields Road West, Leicester, LE2 6LG</td>
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<td>Contact details</td>
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<tr>
<td>Tel: 0116 233 0666</td>
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<tr>
<td>E-mail: <a href="mailto:office@knightonfields.leicester.sch.uk">office@knightonfields.leicester.sch.uk</a></td>
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<tr>
<td><strong>Krishna Avanti Primary School</strong></td>
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<tr>
<td>Headteacher: Mr D Kite</td>
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<tr>
<td>Address: Spencefield Lane, Leicester, LE5 6HN</td>
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<tr>
<td>Contact details</td>
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<tr>
<td>Tel: 0116 241 9880</td>
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<tr>
<td>E-mail: <a href="mailto:kapsleicester@avanti.org.uk">kapsleicester@avanti.org.uk</a></td>
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<tr>
<td><strong>Linden Primary School</strong></td>
<td>C</td>
<td>60</td>
<td>3-11</td>
<td>N</td>
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<tr>
<td>Headteacher: Mr Z Mohamed</td>
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</tr>
<tr>
<td>Address: Headland Road, Leicester, LE5 6AD</td>
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<tr>
<td>Contact details</td>
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<tr>
<td>Tel: 0116 273 8435</td>
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<tr>
<td>E-mail: <a href="mailto:office@linden.leicester.sch.uk">office@linden.leicester.sch.uk</a></td>
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<td>Web: <a href="http://www.linden.leicester.sch.uk">www.linden.leicester.sch.uk</a></td>
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<th>Age range</th>
<th>Oversubscribed (Y/N)</th>
<th>Contact details</th>
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<tbody>
<tr>
<td>Marriott Primary School</td>
<td>C</td>
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<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 283 2433 E-mail: <a href="mailto:admin@marriott.leicester.sch.uk">admin@marriott.leicester.sch.uk</a> Web: <a href="http://www.marriott.leicester.sch.uk">www.marriott.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Mrs S Crichton</td>
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<tr>
<td>Address: Broughton Road, Leicester, LE2 6NE</td>
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<td>Mayflower Primary School</td>
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<td>Y</td>
<td>Tel: 0116 273 7504 E-mail: <a href="mailto:office@mayflower.leicester.sch.uk">office@mayflower.leicester.sch.uk</a> Web: <a href="http://www.mayflower.leicester.sch.uk">www.mayflower.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr L Whitney</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Address: Evington Drive, Leicester, LE5 5PH</td>
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<tr>
<td>Medway Community Primary School</td>
<td>C</td>
<td>60</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 254 4811 E-mail: <a href="mailto:office@medway.leicester.sch.uk">office@medway.leicester.sch.uk</a> Web: <a href="http://www.medway.leicester.sch.uk">www.medway.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr S Williams</td>
<td></td>
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<tr>
<td>Address: St Stephen’s Road, Leicester, LE2 1GH</td>
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<tr>
<td>Mellor Community Primary School</td>
<td>C</td>
<td>90</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 294 6099 E-mail: <a href="mailto:office@mellor.leicester.sch.uk">office@mellor.leicester.sch.uk</a> Web: <a href="http://www.mellor.leicester.sch.uk">www.mellor.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Ms N Foster</td>
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<tr>
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<td>Merrydale Infant School</td>
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<td>90</td>
<td>3-7</td>
<td>Y</td>
<td>Tel: 0116 276 7593 E-mail: <a href="mailto:office@merrydale-inf.leicester.sch.uk">office@merrydale-inf.leicester.sch.uk</a> Web: <a href="http://www.merrydale-inf.leicester.sch.uk">www.merrydale-inf.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Mr M Tipple-Johnson</td>
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<tr>
<td>Address: Claydon Road, Leicester, LE5 0PL</td>
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<tr>
<td>Merrydale Junior School</td>
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<td>7-11</td>
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<td>Tel: 0116 276 7708 E-mail: <a href="mailto:office@merrydale-jun.leicester.sch.uk">office@merrydale-jun.leicester.sch.uk</a> Web: <a href="http://www.merrydalejuniors.com">www.merrydalejuniors.com</a></td>
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<td>Headteacher: Mrs C Mugglestone</td>
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<td>Montrose Primary School</td>
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<td>Y</td>
<td>Tel: 0116 283 2328 E-mail: <a href="mailto:office@montrose.leicester.sch.uk">office@montrose.leicester.sch.uk</a> Web: <a href="http://www.montrose.leicester.sch.uk">www.montrose.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Mr A Owens</td>
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</tr>
<tr>
<td>Address: Wigston Lane, Leicester, LE2 8TN</td>
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<th>Contact details</th>
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</table>
| Mowmacre Hill Primary School                     | A                                                | 60                               | 3-11      | N                   | Tel: 0116 235 6350
E-mail: office@mowmacrehill.leicester.sch.uk
Web: www.mowmacrehillprimaryschool.co.uk |
| Headteacher: Mr M Peet                           |                                                  |                                  |           |                     |                                                                                  |
| Address: Tedworth Green, Leicester, LE4 2NG       |                                                  |                                  |           |                     |                                                                                  |
| Northfield House Primary Academy                 | A                                                | 60                               | 3-11      | N                   | Tel: 0116 276 7761
E-mail: office@northfieldhouse.leicester.sch.uk
Web: www.northfield-rmet.org.uk                 |
| Headteacher: Ms A Curran                         |                                                  |                                  |           |                     |                                                                                  |
| Address: Northfield Road, Leicester, LE4 9DL      |                                                  |                                  |           |                     |                                                                                  |
| Overdale Infant School                           | A                                                | 90                               | 4-7       | Y                   | Tel: 0116 288 2724
E-mail: admin@overdale-inf.leicester.sch.uk
Web: www.overdale-inf.leicester.sch.uk            |
| Headteacher: Mrs K Stuart                        |                                                  |                                  |           |                     |                                                                                  |
| Address: Eastcourt Road, Leicester, LE2 3YA       |                                                  |                                  |           |                     |                                                                                  |
| Overdale Junior School                           | A                                                | 90                               | 7-11      | Y                   | Tel: 0116 288 3736
E-mail: admin@overdale-jun.leicester.sch.uk
Web: www.overdale-jun.leicester.sch.uk            |
| Headteacher: Mrs J Hart                          |                                                  |                                  |           |                     |                                                                                  |
| Address: Eastcourt Road, Leicester, LE2 3YA       |                                                  |                                  |           |                     |                                                                                  |
| Parks Primary School                              | C                                                | 60                               | 3-11      | Y                   | Tel: 0116 287 2414
E-mail: office@parks.leicester.sch.uk             |
| Headteacher: Ms C Evans                          |                                                  |                                  |           |                     | Web: www.parksprimary.org.uk                                                     |
| Address: New Parks Crescent, Leicester, LE3 9NZ   |                                                  |                                  |           |                     |                                                                                  |
| Queensmead Primary Academy                       | A                                                | 60                               | 3-11      | Y                   | Tel: 0116 285 8518
E-mail: admin@queensmeadacademy.org               |
| Principal: Mrs L Latham                          |                                                  |                                  |           |                     | Web: www.queensmeadacademy.org                                                   |
| Address: Winstanley Drive, Leicester, LE3 1PF     |                                                  |                                  |           |                     |                                                                                  |
| Rolleston Primary School                         | C                                                | 60                               | 3-11      | Y                   | Tel: 0116 278 2300
E-mail: office@rolleston.leicester.sch.uk         |
| Headteacher: Mr D Toon                           |                                                  |                                  |           |                     | Web: www.rolleston.leicester.sch.uk                                               |
| Address: Hillsborough Road, Leicester, LE2 9PT    |                                                  |                                  |           |                     |                                                                                  |

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<th>Oversubscribed (Y/N)</th>
<th>Contact details</th>
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</thead>
</table>
| Rowlatts Hill Primary Academy                    | A                                                 | 45                               | 3-11      | N                    | Tel: 0116 276 8812  
E-mail: office@rowlattshill.leicester.sch.uk  
Web: www.rowlattshill.leicester.sch.uk                                                   |
| Headteacher: Mrs J Virk  
Address: Balderstone Close, Leicester, LE5 4ES |                                                  |                                  |           |                      |                                                                                                                                                     |
| Rushey Mead Primary School                       | C                                                 | 90                               | 3-11      | N                    | Tel: 0116 266 1114  
E-mail: office@rusheymead-pri.leicester.sch.uk  
Web: www.rusheymead-pri.co.uk                                                        |
| Headteacher: Mrs D Bailey  
Address: Gipsy Lane, Leicester, LE4 6RB       |                                                  |                                  |           |                      |                                                                                                                                                     |
| Sacred Heart Catholic Voluntary Academy          | A                                                 | 60                               | 3-11      | Please refer to the school directly for details on how places were allocated  
E-mail: office@sacredheart.leicester.sch.uk  
Web: www.sacredheart.leicester.sch.uk                                                      |
| Headteacher: Ms K Hayles  
Address: Mere Close, Leicester, LE5 3HH         |                                                  |                                  |           |                      |                                                                                                                                                     |
| Sandfield Close Primary School                   | C                                                 | 60                               | 4-11      | N                    | Tel: 0116 266 0333  
E-mail: office@sandfieldclose.leicester.sch.uk  
Web: www.sandfieldclose.leicester.sch.uk                                                   |
| Headteacher: Mrs A Dhillon  
Address: Sandfield Close, Leicester LE4 7RE     |                                                  |                                  |           |                      |                                                                                                                                                     |
| Scraptoft Valley Primary School                  | C                                                 | 60                               | 3-11      | N                    | Tel: 0116 241 3444  
E-mail: admin@scraptoftvalley.leicester.sch.uk  
Web: www.scraptoftvalley.leicester.sch.uk                                                  |
| Headteacher: Miss L Craig  
Address: New Romney Crescent, Leicester, LE5 1NH |                                                  |                                  |           |                      |                                                                                                                                                     |
| Shaftesbury Junior School                        | C                                                 | 60                               | 7-11      | N                    | Tel: 0116 254 9203  
E-mail: office@shaftesbury.leicester.sch.uk  
Web: www.shaftesbury.leicester.sch.uk                                                      |
| Headteacher: Mr K Stewart  
Address: Latimer Street, Leicester, LE3 0QE     |                                                  |                                  |           |                      |                                                                                                                                                     |
| Shenton Primary School                            | C                                                 | 60                               | 3-11      | N                    | Tel: 0116 262 8778  
E-mail: office@shenton.leicester.sch.uk  
Web: www.shenton.leicester.sch.uk                                                       |
| Headteacher: Mrs G Patel  
Address: Dunlin Road, Leicester, LE5 3FP         |                                                  |                                  |           |                      |                                                                                                                                                     |

* C=community, A=academy, VA=voluntary aided school, VC=voluntary controlled, F=free school

Don’t forget to apply by the closing date - **midnight 15 January 2019**
<table>
<thead>
<tr>
<th>School name</th>
<th>Type of school* at time of publishing (Aug 2018)</th>
<th>Published admission number (PAN)</th>
<th>Age range</th>
<th>Oversubscribed for 2018 entry (Y/N)</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Sparkenhoe Community Primary School | C | 60 | 3-11 | Y | Tel: 0116 251 2686  
E-mail: office@sparkenhoe.leicester.sch.uk  
Web: www.sparkenhoe.leicester.sch.uk |
| Headteacher: Miss R Jones  
Address: Saxby Street, Leicester, LE2 0NE |
| Spinney Hill Primary School & Community Centre | C | 90 | 3-11 | N | Tel: 0116 2737047  
E-mail: office@spinneyhill.leicester.sch.uk  
Web: www.spinneyhill.leicester.sch.uk |
| Headteacher: Ms C Stretton  
Address: Ventnor Street, Leicester, LE5 5EZ |
| St Barnabas C of E Primary School** | VC | 43 | 3-11 | Y | Tel: 0116 276 7612  
E-mail: admin@st-barnabas.leicester.sch.uk  
Web: www.st-barnabas.leicester.sch.uk |
| Headteacher: Mr P Davies  
Address: St Barnabas Road, Leicester, LE5 4BD |
| St John the Baptist C of E Primary School | VA | 90 | 4-11 | | Tel: 0116 270 9932  
E-mail: office@st-john.leicester.sch.uk  
Web: www.st-john.leicester.sch.uk |
| Headteacher: Mr J Pibworth (Interim)  
Address: East Avenue, Leicester, LE2 1TE |
| St Joseph’s Catholic Voluntary Academy | A | 40 | 3-11 | | Tel: 0116 241 6197  
E-mail: office@st-josephs.leicester.sch.uk  
Web: www.st-josephs.leicester.sch.uk |
| Headteacher: Mrs A Leslie  
Address: Armadale Drive, Leicester, LE5 1HF |
| St Mary’s Fields Primary School | C | 60 | 3-11 | Y | Tel: 0116 282 4623  
E-mail: office@st-marysfields.leicester.sch.uk  
Web: www.st-marysfields.leicester.sch.uk |
| Headteacher: Ms R Dulieu  
Address: Heyworth Road, Leicester, LE3 2DA |

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** this school is in the process of converting to academy status

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<table>
<thead>
<tr>
<th>School name</th>
<th>Type of school* at time of publishing (Aug 2018)</th>
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<th>Age range</th>
<th>Oversubscribed (Y/N)</th>
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<td>VA</td>
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<td>Tel: 0116 266 1149  E-mail: <a href="mailto:school.office@st-patricks.leicester.sch.uk">school.office@st-patricks.leicester.sch.uk</a>  Web: <a href="http://www.st-patricks.leicester.sch.uk">www.st-patricks.leicester.sch.uk</a></td>
</tr>
<tr>
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</tr>
<tr>
<td>Address: Harrison Road, Leicester, LE4 6QN</td>
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<td>St Thomas More Catholic Voluntary Academy</td>
<td>A</td>
<td>40</td>
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<td>Tel: 0116 270 6365  E-mail: <a href="mailto:office@st-thomasmore.leicester.sch.uk">office@st-thomasmore.leicester.sch.uk</a>  Web: <a href="http://www.thomasmoreprimary.org.uk">www.thomasmoreprimary.org.uk</a></td>
</tr>
<tr>
<td>Headteacher: Ms C Crosse</td>
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<tr>
<td>Address: Newstead Road, Leicester, LE2 3TA</td>
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<td>Stokes Wood Primary School</td>
<td>C</td>
<td>60</td>
<td>3-11</td>
<td>N</td>
<td>Tel: 0116 287 5305  E-mail: <a href="mailto:office@stokeswood.leicester.sch.uk">office@stokeswood.leicester.sch.uk</a>  Web: <a href="http://www.stokeswood.leicester.sch.uk">www.stokeswood.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Mrs J Gadsby</td>
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</tr>
<tr>
<td>Address: Blackett Avenue, Leicester, LE3 9BX</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Taylor Road Primary School</td>
<td>C</td>
<td>90</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 262 4597  Fax: 0116 262 1562  E-mail: <a href="mailto:office@taylor.leicester.sch.uk">office@taylor.leicester.sch.uk</a>  Web: <a href="http://www.taylorroadprimary.co.uk">www.taylorroadprimary.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr C Hassall</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Address: Taylor Road, Leicester, LE1 2JP</td>
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<tr>
<td>Thurnby Lodge Primary Academy</td>
<td>A</td>
<td>30</td>
<td>3-11</td>
<td>Y</td>
<td>Tel: 0116 241 3086  E-mail: <a href="mailto:office@thurnbylodge.leicester.sch.uk">office@thurnbylodge.leicester.sch.uk</a>  Web: <a href="http://www.thurnbylodge.leicester.sch.uk">www.thurnbylodge.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs Adediran</td>
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<tr>
<td>Address: Dudley Avenue, Leicester, LE5 2EG</td>
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<tr>
<td>Tudor Grange Samworth Academy, a CofE School</td>
<td>A</td>
<td>60</td>
<td>3-11</td>
<td></td>
<td>Tel: 0116 278 0232  E-mail: <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>
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<tr>
<td>Principal: Mr A Wilkinson</td>
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<tr>
<td>Address: Trenant Road, Leicester, LE2 6UA</td>
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<tr>
<td>Uplands Infant School</td>
<td>C</td>
<td>120</td>
<td>3-7</td>
<td>N</td>
<td>Tel: 0116 262 5280  E-mail: <a href="mailto:office@uplands-inf.leicester.sch.uk">office@uplands-inf.leicester.sch.uk</a>  Web: <a href="http://www.uplandsinfant.org.uk">www.uplandsinfant.org.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs M Orton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Melbourne Road, Leicester, LE2 0DR</td>
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</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td>Uplands Junior L.E.A.D. Academy</td>
<td>A</td>
<td>120</td>
<td>7-10</td>
<td>N</td>
<td>Tel: 0116 253 8407 E-mail: <a href="mailto:office@uplandsacademy.co.uk">office@uplandsacademy.co.uk</a> Web: <a href="http://www.uplands-jun.leicester.sch.uk">www.uplands-jun.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mr D Bullock</td>
<td></td>
<td></td>
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<tr>
<td>Address: Melbourne Road, Leicester, LE2 0DR</td>
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<tr>
<td>Whitehall Primary School</td>
<td>C</td>
<td>90</td>
<td>3-10</td>
<td>Y</td>
<td>Tel: 0116 241 3087 E-mail: <a href="mailto:office@whitehall.leicester.sch.uk">office@whitehall.leicester.sch.uk</a> Web: <a href="http://www.whitehallprimary.co.uk">www.whitehallprimary.co.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs A Boychuk</td>
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<td></td>
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</tr>
<tr>
<td>Address: Whitehall Road, Leicester, LE5 6GJ</td>
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<tr>
<td>Willowbrook Primary Academy</td>
<td>A</td>
<td>60</td>
<td>3-10</td>
<td>Y</td>
<td>Tel: 0116 241 3756 E-mail: <a href="mailto:office@willowbrook.leicester.sch.uk">office@willowbrook.leicester.sch.uk</a> Web: <a href="http://www.willowbrook-rmet.org.uk">www.willowbrook-rmet.org.uk</a></td>
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<tr>
<td>Principal: Mrs M Collins</td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>Wolsey House Primary School</td>
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<td>90</td>
<td>3-10</td>
<td>N</td>
<td>Tel: 0116 266 7566 E-mail: <a href="mailto:office@wolseyhouse.leicester.sch.uk">office@wolseyhouse.leicester.sch.uk</a> Web: <a href="http://www.wolseyhouse.leicester.sch.uk">www.wolseyhouse.leicester.sch.uk</a></td>
</tr>
<tr>
<td>Headteacher: Mrs H King</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Address: Beaumont Leys lane, Leicester, LE4 2BB</td>
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<tr>
<td>Woodstock Primary School</td>
<td>A</td>
<td>60</td>
<td>3-10</td>
<td>N</td>
<td>Tel: 0116 235 5825 E-mail: <a href="mailto:office@woodstock.leicester.sch.uk">office@woodstock.leicester.sch.uk</a> Web: <a href="http://www.woodstockprimary.org.uk">www.woodstockprimary.org.uk</a></td>
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<tr>
<td>Headteacher: Mr D Edwards</td>
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<td>Wyvern Primary School</td>
<td>C</td>
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<td>3-10</td>
<td>N</td>
<td>Tel: 0116 266 1408 E-mail: <a href="mailto:info@wyvern.leicester.sch.uk">info@wyvern.leicester.sch.uk</a> Web: <a href="http://www.wyvern.leicester.sch.uk">www.wyvern.leicester.sch.uk</a></td>
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<tr>
<td>Headteacher: Ms D Sedgwick</td>
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<tr>
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</tr>
</tbody>
</table>

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## Breakdown of how places were allocated for Leicester City schools at 16 April 2018

<table>
<thead>
<tr>
<th>School</th>
<th>Total preferences (1, 2, or 3)</th>
<th>Published admission number (PAN)</th>
<th>Children who have a statement of SEN or an EHC plan</th>
<th>Children in the care of a local authority or who were previously in the care of a local authority</th>
<th>Children who are the subject of child protection plans</th>
<th>Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school</th>
<th>Children whose home address is outside the catchment area of the infant or primary school and who have requested a place</th>
<th>Distance from school of last place allocated to on-time applications (for over-subscribed schools)</th>
<th>Children allocated a non-preference school</th>
<th>Number of places allocated at 16 April</th>
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<td>13</td>
<td>8</td>
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</table>
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<th>Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school</th>
<th>Children whose home address is outside the catchment area of the infant or primary school</th>
<th>Distance from school of last place allocated to on-time applications (for over-subscribed schools)</th>
<th>Number of places allocated at 16 April</th>
</tr>
</thead>
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<tr>
<td>Glebelands Primary School</td>
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<td>15</td>
<td>21</td>
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</tr>
</tbody>
</table>

Don’t forget to apply by the closing date - midnight 15 January 2019

22
## Breakdown of how places were allocated for Leicester City schools at 16 April 2018

<table>
<thead>
<tr>
<th>School</th>
<th>Total preferences (1, 2, or 3)</th>
<th>Published admission number (PAN)</th>
<th>Children who have a statement of SEN or an EHIC pan</th>
<th>Children in the care of a local authority or who were previously in the care of a local authority</th>
<th>Children who are the subject of child protection plans</th>
<th>Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school</th>
<th>Children whose home address is outside the catchment area of the infant or primary school and who have requested a place</th>
<th>Distance from school of last place allocated to on-time applications (for over-subscribed schools)</th>
<th>Number of places allocated at 16 April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mellor Community Primary School</td>
<td>112</td>
<td>90</td>
<td>0</td>
<td>0</td>
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Don’t forget to apply by the closing date - **midnight 15 January 2019**
<table>
<thead>
<tr>
<th>School</th>
<th>Total preferences (1, 2, or 3)</th>
<th>Published admission number (PAN)</th>
<th>Children who have a statement of SEN or an EHC plan</th>
<th>Children who are the subject of child protection plans</th>
<th>Children whose home address is outside the catchment area of the infant or primary school</th>
<th>Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school</th>
<th>Children who are the subject of child protection plans</th>
<th>Distance from school of last place allocated to on-time applications (for over-subscribed schools)</th>
<th>Children allocated a non-preference school</th>
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<td></td>
<td><strong>51</strong></td>
<td><strong>4332</strong></td>
</tr>
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</table>
Maximise your chances

Make a note of the important dates shown on page 5

• Make sure you apply and submit your application before 15 January 2019. Details of how to apply can be found on pages 26 and 27.
• 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 16 April 2019.

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 oversubscription criteria and consider which criterion your child will meet. You can find out the lowest criterion we met for our schools last year on pages 21 to 24. This will only give you a rough guide as each year is different and the number of applications received can affect how school places are allocated.

Don’t forget to apply by the closing date - midnight 15 January 2019
Choose your preferred schools carefully

It may not always be possible to offer your child a place at one of your preferred schools. However, you can increase your chances of gaining a place by choosing your schools carefully and taking the time to look at the admissions criteria shown on page 36 onwards. For Leicester community and voluntary controlled schools, when a school is oversubscribed, one of the highest priorities is given to those children who have a brother or sister in attendance at their preferred school. If there are still places available after these children have been considered, priority is given to those who live in the catchment area for one of their preferred schools. 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.

When should my child start school?

Children start school in the school year during which they have their fifth birthday. The school year runs from September to August, so any child who reaches his/her fifth birthday between 1 September 2014 and 31 August 2015 should start school in September 2019 or they can take up the option to defer entry until the start of term after they turn 5. Please use the table below to see what options are available to you. Please remember you will need to discuss and agree your start date if you choose to defer your child’s entry to school.

<table>
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<tr>
<th>Childs birthday</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September – 31 December</td>
<td>Child can attend full or part-time from September or defer admission until January.</td>
</tr>
<tr>
<td>(autumn born)</td>
<td></td>
</tr>
<tr>
<td>1 January – 31 March</td>
<td>Child can attend full or part-time from September or defer admission until January or Easter.</td>
</tr>
<tr>
<td>(spring born)</td>
<td></td>
</tr>
<tr>
<td>1 April – 31 August</td>
<td>Child can attend full or part-time from September or defer admission until January or Easter (summer born – see page 27 for more details).</td>
</tr>
<tr>
<td>(summer born)</td>
<td></td>
</tr>
</tbody>
</table>

Don’t forget to apply by the closing date - midnight 15 January 2019
Summer born children

If your child’s fifth birthday falls between 1 April and 31 August and you choose not to send your child to school until the September following their fifth birthday, an In-year application will be required and will normally be considered for year 1 rather than a reception class. However, all of the available places may have already been filled with those children who started in the reception class at the usual time.

Children may be admitted to school in a different year group. This is usually due to concerns in relation to a child’s development. If you would like to request for your ‘summer born child’ to start school outside of their normal age group, and be admitted to reception rather than year 1, please use the following process.

You will need to make a normal application for the ‘normal’ point of entry for your child. The ‘normal’ year in this case, is the academic year during which your child will turn five. This application will need to be made by no later than the deadline of 15 January 2019. We will not consider any requests made after this date.

When you apply, you must also inform the School Admissions Team in writing, that you do not wish to send your child to school until the September after their fifth birthday and request that your child is admitted out of their normal age group – to reception rather than Year 1. Your letter or email should include reasons for your request and any evidence to support your case.

Evidence could include:
• Whether your child is summer born
• Information about your child’s personal, social, emotional development and academic development
• If relevant, medical history and views of a medical professional
• Whether your child was born prematurely.

We, as the local authority, or the school, if it is its own admitting authority, will consider each case on its merits, taking into account the child’s best interest and either agree or refuse the request on that basis. Where we are the admitting authority, we will consult the headteacher(s) of your preferred school(s). We will ensure that you are aware of whether your request for admission out of year group has been agreed before the final offers are made in April. Any reasons for refusal will be shared with you.

If your request is refused, your child will still be considered for admission to their normal age group. If we agree to your request, your child will be admitted into reception rather than year 1 the following year; but you would need to apply again for a reception place for that year. Places cannot be reserved until the following year. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

Don’t forget to apply by the closing date - midnight 15 January 2019
How do I apply for a year 3 place for my child at a primary school?
If you want to move your child from an infant school to a primary school rather than a junior school you will need to follow the steps in the box below.

1) Apply online for a junior school place in the usual way and by the closing date. This will ensure that your child has a junior school place in case it is not possible to offer a place at the primary school you prefer. If you do not apply through this process, then your child may lose out on your preferred junior school as there is no automatic transfer between schools. If you list a preference for a primary school on your junior application it will not be processed. If the infant school your child attends is linked to a junior school and you do not wish your child to go there you can name other junior schools when completing the junior transfer application. (Information on linked schools can be found on page 39). Parents can express a preference for up to three junior schools.

2) You will then be offered a junior school place in April.

3) During June 2019, you can make an online ‘In-Year’ application for a primary school place.

4) We will then check whether it is possible to offer your child a place at the primary school you prefer. If we are able to offer a place at the primary school, we will do so, and take away the junior school place. You will get a decision before the end of the summer term.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 some 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:**

Usha lives in the catchment area of Abbey Primary. Her parents would most like for her to attend Christ the King Catholic Primary.

Usha’s parents only state one preference as follows:

1. Christ the King Catholic Primary
2. No preference added
3. No preference added

We are unable to offer a place at this school because all of the available places have been offered to children who meet a higher oversubscription criterion. An alternative offer of a school place is made at Taylor Road Primary which is much further away. We are unable to offer a place at their catchment school of Abbey Primary as all of the available places have been filled with applicants who stated this school as a preference.

**An example application:**

Faye lives in the catchment area of Fosse Primary. Her parents would most like for her to attend Parks Primary School as this is the school that both of her parents attended.

Faye’s parents state three preferences as follows:

1. Parks Primary School
2. Fosse Primary School
3. Dovelands Primary School

We consider all three preferences as if they were separate applications. We are unable to offer a place at the highest preference of Parks Primary School as all of the available places have been filled with children who meet a higher oversubscription criterion. The application meets a high enough oversubscription criterion to qualify for a place at both Fosse and Dovelands Primary school. We then look to the preference order

Don’t forget to apply by the closing date - **midnight 15 January 2019**
to see which school place is most preferred by parents and we offer a place at the second highest preference – Fosse Primary. The third preference of Dovelands Primary is then automatically withdrawn.

Applying online

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

• You can apply any time up to midnight on 15 January 2019.
• You will receive a confirmation email once you have submitted your application.
• You can make changes to your application right up to the deadline, 15 January 2019, 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 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 contact the Choice Advice Service who can help with making an application. Please see page 31 for more details. We are also running the following 3 support sessions:

<table>
<thead>
<tr>
<th>Customer Services Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 Granby Street, Leicester LE1 6FB</td>
</tr>
<tr>
<td>Wednesday 10 October 2018 - 9.30am until 2pm</td>
</tr>
<tr>
<td>Wednesday 17 October 2018 – 1pm until 4pm</td>
</tr>
</tbody>
</table>

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. By accessing our online site you will be able to include schools out of our area as part of your preferences. We will then co-ordinate with the other local authorities to see if they can meet your request.

Don’t forget to apply by the closing date - midnight 15 January 2019
The Choice Advice Service offers free 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. However, they can guide you through the admissions process, and help you to make an application for a school place. They can also support you with the admission appeal process.

The Choice Advice Service also run a number of support sessions across local primary schools.

Full details can be found on their website.

**Choice Advice Service**

Website: [www.choiceadvice.org.uk](http://www.choiceadvice.org.uk)
Email: choiceadvice@valonline.org.uk
Telephone: 0116 257 4990

Don’t forget to apply by the closing date - **midnight 15 January 2019**
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 11 February 2019, 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 free 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 schools listed below will also require a supplementary information form (SIF) to be completed so that they can ensure the correct oversubscription criteria is applied to your application. 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 – 15 January 2019.

- Christ the King Catholic Primary School
- Falcons Primary School
- Holy Cross Catholic Voluntary Aided Primary School
- Hope Hamilton Church of England Voluntary Aided Primary School
- Krishna Avanti School
- Sacred Heart Catholic Voluntary Academy
- St John the Baptist Church of England School
- St Joseph’s Catholic Voluntary Academy
- St Patrick’s Catholic Voluntary Aided Primary School
- St Thomas More Catholic Primary 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) – this was formerly known as a statement of SEN. These children may attend either a mainstream school or a special school.

If your child has an EHCP you will need to discuss the position with your casework officer before you make your online application. You can also discuss this with the SENCo at your child’s current school.

If your child is undergoing statutory assessment please contact your casework officer for further advice before completing a form. If your child has special educational needs but does not currently have an EHCP you should apply in the normal way.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 11 February 2019 and you must have sent evidence by this date. For house moves/changes of address taking place after 11 February 2019, we will use the address provided when application was submitted.

Remember, you must notify us of any change of address at any time before the school term starts in August 2019.

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.

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 distance between the original home and chosen school is easily commutable.
- Only part of the family moves unless this was due to a divorce or permanent separation arrangement, we will need legal evidence of this.
- A child moves to a home other than with their parent or carer, unless it was due to a formal fostering or care arrangement through social services etc. We will require you to submit official letters from the professionals involved confirming this and these must be submitted at the time of application.
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.

Please tell the School Admissions Team immediately about any change of address. If you do not do this, your application will become invalid and this may lead to any offer of a school place being withdrawn. If we have any doubts regarding whether your child is resident within the catchment area of a particular school(s) we will refer your application to our Corporate Investigations Team for further detailed checks of the type described earlier to be carried out. Please note that we have the right to withdraw any offer of a school place up to one term after admission if it is shown that it was obtained on the basis of a fraudulent or misleading application.

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 11 February 2019.

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 3 June 2019. 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.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 reception or year 3 at a junior school). Places are allocated against the published oversubscription 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 have listed a voluntary aided, academy or free 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 where it is important to complete the school’s own application form (SIF) if they have one (please see page 32).

If you have applied for a school outside Leicester 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 applied 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.

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.

Don’t forget to apply by the closing date - midnight 15 January 2019
**SECTION 4**

**HOW WE ALLOCATE PLACES**

**Step 1** Application received

**Step 2** Admissions criteria are applied to each of your preferences

**Step 3** Places are offered up to the admission number at each school

**Step 4** The highest possible preference is offered to each child

**Step 5** If it has not been possible to allocate your child a place at any of your preferred schools, we will allocate a place at the nearest school to your home address with spaces at the time.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Oversubscription Criteria for Leicester City Schools

The following pages contain details of the oversubscription criteria for schools within Leicester City. The oversubscription criteria are applied where there are more applications received than places available. Please read these carefully as it will help you decide whether your child has a good chance of being offered a place at your preferred school.

**Please note:** we do not take into account your child’s current part-time school place, your childminding arrangements or workplace address. All allocations are based on the priorities listed.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Oversubscription criteria for community and voluntary controlled primary and infant schools (including Woodstock Primary Academy)

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).

Criterion 2: (New) Children who were previously in care outside of England (see note 1).

Criterion 3: (New) Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see note 2).

Criterion 4: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school who will still be on roll when the applicant starts school (see note 3).

Criterion 5: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school (see note 3).

Criterion 6: Children whose home address is in the catchment area of the infant or primary school (see note 4).

Criterion 7: (New) Children who are sons / daughters of staff working at the school for at least 2 years at the time of application (see note 5).

Criterion 8: Children whose home address is outside the catchment area of the 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 from the child’s home address to the geo-code reference point for the school.

Tiebreaker: 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 from the child’s home address to the geo-code reference point for the school.

In the case of multiple births, if the final place available at a school is offered to a twin or triplet and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s) at the same school.

Don’t forget to apply by the closing date - midnight 15 January 2019
Where a school receives fewer preferences than there are places available all pupils will be offered places. Where a school receives more applications than there are places available, the following oversubscription criteria will apply. Places will be allocated to pupils who have a statement of special educational needs or an Education, Health and Care (EHC) Plan which names the school before any other allocations are made. These allocations will reduce the number of places available.

**Criterion 1:** Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).

**Criterion 2:** (new) Children who were previously in care outside of England (see note 1)

**Criterion 3:** Children who are on roll at the linked infant school at the closing date for applications who will still be on roll when the applicant starts school

**Criterion 4:** (new) Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school - see page ** for more details

**Criterion 5:** Children living in the catchment area of the junior school with a sibling at the school or the linked infant school, who will still be on roll when the applicant starts school

**Criterion 6:** Children living outside the catchment area of the junior school with a sibling at the school or linked infant school, who will still be on roll when the applicant starts school

**Criterion 7:** Children living in the catchment area of the junior school

**Criterion 8:** (new) Children who are sons / daughters of staff working at the school for at least 2 years at the time of application (see note 5)

**Criterion 9:** Children living outside the junior school catchment area 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 from the child’s home address to the Geo-code reference point for the school for at least 2 years at the time of application (see note 5).

*Children who are attending or have been offered a place at an infant school in the list below will have priority for places at the linked junior school. These are:

- Catherine Infant LINKED with Catherine Junior
- Green Lane Infant LINKED to Bridge Junior
- Humberstone Infant LINKED with Humberstone Junior
- Imperial Avenue Infant LINKED to Folville Junior
- Inglehurst Infant LINKED with Inglehurst Junior
- King Richard III Infant LINKED with Shaftesbury Junior
- Merrydale Infant LINKED with Merrydale Junior
- Overdale Infant LINKED with Overdale Junior
- Uplands Infant LINKED with Uplands Junior

Don’t forget to apply by the closing date - midnight 15 January 2019
Note 1: A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, 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, either in England or outside* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

* Priority for previously looked after children outside of England is a new provision for 2019 entry. This has been added ahead of it becoming a legal requirement as part of Central Government’s future plans to revise the current School Admission Code (December 2014).

Note 2: (new) All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. A separate application to be considered under this category will need to be made.

Please refer to the full guidance shown on page 41.

Note 3: 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. Siblings must be on roll at the point of entry.

In the case of twins, triplet 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).

Note 4: 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. 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.

Note 5: (new) Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
For an application to be considered under the social medical criterion, applicants must complete a separate application form and, along with this, provide written evidence.

Examples of the written evidence we would consider are:

a) Supporting documentation from a medical professional.

b) Supporting information provided by a social worker.

c) Supporting information provided by a Police officer.

d) Court order.

In each case, the connection between a child’s need and the specific school must be made and applicants must clearly demonstrate why this one specific school can meet the child’s needs in a way that no other school can. Evidence relating to the social or medical circumstances of the parent can be considered, but only if this impacts on the child and their need to attend one specific school.

Evidence must be provided by the application deadline of 31 October 2018.

Any evidence submitted following the application deadline will be considered as part of a late application and after the main round of allocations has taken place.

Priority under this criterion can only be given for one specific school but we still recommend that applicants list three schools on their application form to maximize your chances of securing one of their preferences.

If an applicant seeks to apply the criterion for more than one school, by definition, it is not only one school that can meet the need and this criterion would not apply. We may have to share the information provided with the offered school.

There will be a two-stage assessment process for eligibility under this criterion.

During the first stage the application will be considered by the admissions team to establish whether the following criteria.

1) Clear reason provided why only the chosen school can meet child’s needs in the way that no other school can; and

2) Supporting evidence provided.

3) Request made no later than the closing dates.

If applicants meet the eligibility for stage 1, the application will be considered during the second stage by a panel of senior officers. If they do not meet the criterion, the application will be considered as a normal application and considered under the usual admission rules. There is no right of appeal if an application has not met the social and medical criterion but parents will have their usual right of statutory appeal for a school place.

During the second stage, a panel of senior officers will determine whether the evidence provided is sufficiently compelling to meet the above requirements. You will be notified of the panel’s decision in writing and the letter will indicate which criterion we will use to process your application.

All Leicester City schools have experience in dealing with children with diverse social and medical needs, and so your case must be clearly exceptional in order to be considered under this criterion.

Please also read the full social and medical policy contained within the Leicester scheme for the admission arrangements for pupils to school 2019/20. This is available to view at www.leicester.gov.uk/admissions.
Oversubscription criteria for voluntary aided schools and academies

Belgrave St Peter’s C of E Primary School
Oversubscription criteria

Criterion 1: A child who is 'looked after' or ‘previously looked after.’ Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Criterion 2: Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:

- A child whose parent’s occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
- A child whose parent has recently died or is suffering from a serious illness.

- A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child’s health.
- A child with a serious medical condition which would make the preferred school particularly suitable.
- A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.

This list is not exhaustive, and each case will be considered on its individual merits.

Criterion 3: Pupils who will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).

Criterion 4: All other pupils. In the event of a tie, the pupil living nearest the school, as measured by the LA standard method takes preference.

For full details of definitions, terms and notes please see the school’s website.
Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

**Criterion 1:** A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

**Criterion 2:** Pupils that live in the catchment area of the school.

**Criterion 3:** Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not.

**Criterion 4:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application).

**Criterion 5:** Children of teaching staff.

**Criterion 6:** Pupils living nearest to the school measured in a straight-line distance (home to school front gate).

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - midnight 15 January 2019
Christ the King Catholic Primary 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.

Children who have 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.

**Criterion 1:** Catholic looked after or previously looked after children (see notes 2 and 3).

**Criterion 2:** Catholic (see note 3) children living in the parish(es) served by the school.

**Criterion 3:** Catholic (see note 3) children living outside the parish(es) served by the school.

**Criterion 4:** Other looked after or previously looked after children (see note 2).

**Criterion 5:** Catechumens, Candidates and members of Eastern Christian Churches (see notes 4, 5 and 6).

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7).

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader (see note 8).

**Criterion 8:** Any other children not within criterion 1 to 7.

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

For full details of definitions, terms and notes please see the school's website.

Don’t forget to apply by the closing date - midnight 15 January 2019
For all children whose statement of special educational needs (EHCP*) names the FPS in their statement will be admitted.

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

(EHCP* - Education Health and Care)

**Sikh faith criteria (30 places)**

**Criterion 1:** Children of Sikh faith in the care of the local authority and previously looked after children.

**Criterion 2:** Sikh children with exceptional medical, social or welfare needs.

**Criterion 3:** Sikh children with older siblings attending at the same time.

**Criterion 4:** Sikh pupils living nearest to FPS.

**Community place criteria (30 places)**

**Criterion 1:** Children in the care of the local authority and previously looked after children.

**Criterion 2:** Children with exceptional medical, social or welfare needs.

**Criterion 3:** Children with older siblings attending at the same time.

**Criterion 4:** Pupils living nearest to FPS.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Forest Lodge Academy
Oversubscription criteria

Forest Lodge Academy are following the over subscription criteria for community and voluntary controlled primary and infant schools as shown on page 38.

Don’t forget to apply by the closing date - midnight 15 January 2019
Heatherbrook Primary School
Oversubscription criteria

Heatherbrook Primary School are following the over subscription criteria for community and voluntary controlled primary and infant schools as shown on page 38.

Don’t forget to apply by the closing date - midnight 15 January 2019
Children who have an Education, Health and Care Plan (EHCP) or a statement of special educational needs which names the school will be admitted. This will reduce the number of places available.

**Criterion 1:** Catholic looked after or previously looked after children.

**Criterion 2:** Catholic children living in the parish(es) served by the school

**Criterion 3:** Catholic children living outside the parish(es) served by the school

**Criterion 4:** Other looked after or previously looked after children.

**Criterion 5:** Catechumens, Candidates and members of Eastern Christian Churches

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader

**Criterion 8:** Any other children not within categories 1-7

**First priority** within each over-subscription criteria will be given to applications from children who will have siblings attending the school at the proposed time of admission.

For full details of definitions, terms and notes please see the school’s website.
In accordance with government legislation the governing body will admit children who have a statement of special educational needs that names Hope Hamilton Primary as the appropriate school.

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

**Criterion 1:** ‘Looked After Children’ - children who are in care of the local authority or children accommodated by the local authority pursuant to section 22 (1) of the Children Act 1989 or were previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or special guardianship order).

**Criterion 2:** Foundation – children whose parents, or those with parental responsibility, who are active members of the Church of England or any other Christian church (a letter will be needed from the minister of the church they attend).

**Criterion 3:** Sibling - children with a brother or sister at the school on the intended day that the new child will be admitted. “Brother or sister” includes half-brother, half-sister, step-brother, step-sister, adopted brother or sister, or the son or daughter of the parent/carer’s partner, in each case where the child for whom the school place is sought is being brought up in the same family unit at the same address.

**Criterion 4:** Community - children who live in the priority area (catchment area) for the school at the time of application and admission.

**Criterion 5:** Other Children – distance will be measured in a straight line from the front door of the child’s normal place of residence to the main entrance of the school. Distance measurements will be supplied by the local authority geographical information system.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Humberstone Infant and Junior Academies
Oversubscription criteria

Humberstone Infant School are following the oversubscription criteria for primary and infant schools as shown on page 38.

Humberstone Junior School are following the oversubscription criteria for community and voluntary controlled junior schools as shown on page 39.

Don’t forget to apply by the closing date - midnight 15 January 2019
Places will be allocated to pupils who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

**Criterion 1:** Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).

**Criterion 2:** Children who were previously in care outside of England (see note 1).

**Criterion 3:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the Academy (see note 2).

**Criterion 4:** Children whose home address is in the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school (see note 3).

**Criterion 5:** Children whose home address is outside the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school (see note 3).

**Criterion 6:** Children whose home address is in the catchment area of the Academy (see note 4).

**Criterion 7:** Children who are sons/daughters of staff working at the Academy (see note 5).

**Criterion 8:** 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 academy. 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 the academy.

For full details of definitions, terms and notes please see the school’s website.
When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (ECHP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**Criterion 1:** Looked after children and previously looked after children who became subject to adoption, a child arrangements order or special guardianship order immediately after being looked after.

**Criterion 2:** Children with a sibling attending the school at the time of application.

**Criterion 3:** Children of a member of the school’s staff who:

a. Has been employed at the school for two or more years at the time of application; and/or

b. Was recruited to fill a vacant post for which there was a demonstrable skill shortage.

**Criterion 4:** Up to 10 places to Hindu children with a practising Hindu parent who worships at the ISKCON temple in Leicester.

**Criterion 5:** Up to 20 places to Hindu children with a practicing Hindu parent

**Criterion 6:** All other children.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

**Criterion 1:** A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

**Criterion 2:** Pupils that live in the catchment area of the school

**Criterion 3:** Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not

**Criterion 4:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application)

**Criterion 5:** Children of teaching staff

**Criterion 6:** Pupils living nearest to the school measured in a straight-line distance (home to school front gate)

For full details of definitions, terms and notes please see the school's website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

**Criterion 1:** A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

**Criterion 2:** Pupils that live in the catchment area of the school.

**Criterion 3:** Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not.

**Criterion 4:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application)

**Criterion 5:** Children of teaching staff

**Criterion 6:** Pupils living nearest to the school measured in a straight-line distance (home to school front gate)

For full details of definitions, terms and notes please see the school's website.
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 that will be offered a place:

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

**Criterion 2:** Children who were previously in care outside of England.

**Criterion 3:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the Academy.

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

**Criterion 5:** Children whose home address is outside the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school.

**Criterion 6:** Children whose home address is in the catchment area of the Academy.

**Criterion 7:** Children who are sons/daughters of staff working at the Academy.

**Criterion 8:** 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 academy. 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 the academy.

For full details of definitions, terms and notes please see the school’s website.
Overdale Infant and Junior Academies Oversubscription criteria

Overdale Infant School are following the oversubscription criteria for primary and infant schools as shown on page 38.

Overdale Junior School are following the oversubscription criteria for community and voluntary controlled junior schools as shown on page 39.

Don’t forget to apply by the closing date - midnight 15 January 2019
The Queensmead Primary Academy will first accept all pupils with a statutory right to a place through a statement of special educational needs or Education, Health and Care Plan (EHCP) naming the academy.

After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

**Criterion 1:** Children in the care of the local authority and previously looked after children.

**Criterion 2:** A child with a sibling on roll at the academy at the time of application and admission.

**Criterion 3:** All other children.

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the academy as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance of the main administrative building of the academy, using the Microsoft AutoRoute application.

For full details of definitions, terms and notes please see the school's website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Rowlatts Hill Primary Academy
Oversubscription criteria

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

**Criterion 2:** Children who were previously in care outside of England.

**Criterion 3:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the Academy.

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

**Criterion 5:** Children whose home address is outside the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school.

**Criterion 6:** Children whose home address is in the catchment area of the Academy.

**Criterion 7:** Children who are sons/daughters of staff working at the Academy.

**Criterion 8:** Children whose home address is outside the catchment area of the Academy and who have requested a place.

Don’t forget to apply by the closing date - midnight 15 January 2019
Where the school has more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have 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.

**Criterion 1:** Catholic looked after or previously looked after children.

**Criterion 2:** Catholic children living in the parish(es) served by the school.

**Criterion 3:** Catholic children living outside the parish(es) served by the school.

**Criterion 4:** Other looked after or previously looked after children.

**Criterion 5:** Catechumens, candidates and members of eastern Christian churches.

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion.

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader.

**Criterion 8:** Any other children not within criterion 1 to 7.

**First priority** within each over subscription criteria will be given to applications from children who will have siblings attending the school at the proposed time of admission.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
In accordance with government legislation (section 324 of the Education Act 1996) the governing body will admit children who have a statement of special educational needs or Education, Health and Care Plan (EHCP) that names St John the Baptist Primary School as the appropriate school.

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

**A. A Looked After or Formerly Looked After child**

**B. Any other child with a sibling who will have been on roll at the school for at least one term at the date of intended admission (see definition below).**

**C1. A child whose application is supported by a form/letter from their priest, minister or religious leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of a place of worship within another faith.**

Priority in each part of category [C] will be given first to children eligible for pupil premium, then to those living closest to the school.

**C2. A child whose application is supported by a form/letter from their faith leader (submitted with the application) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an active member of a place of worship within a Christian church.**

Priority in each part of category [C] will be given first to children eligible for pupil premium, then to those living closest to the school.

**D1. A child whose parent (or person with legal parental responsibility) will have been continuously employed as a member of staff by the school for a period of at least twelve months up to and including the date of intended admission.**

**D2. All other children**

Priority in each part of category [D] will be given first to children eligible for pupil premium, then to those living closest to the school.

At normal point of entry to the school, up to a maximum of 60 spaces will be allocated under Category C, of which a maximum of 30 will be allocated to Category C1. Unsuccessful applicants in this category will then be considered in Category D. Any unused spaces will also be offered through Category D.

For vacancies arising after the first day of the autumn term at the normal point of entry (“In Year admissions”), places will be allocated according to the criteria above, but regardless of the number of Category C pupils currently on roll.

For full details of definitions, terms and notes please see the school’s website.
Where the school has more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Education, Health and Care Plan (EHCP) which names the school will be admitted. This will reduce the number of places available.

**Criterion 1:** Catholic looked after or previously looked after children.

**Criterion 2:** Catholic children living in the parish(es) served by the school.

**Criterion 3:** Catholic children living outside the parish(es) served by the school.

**Criterion 4:** Other looked after or previously looked after children.

**Criterion 5:** Catechumens, candidates and members of eastern Christian churches.

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion.

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader.

**Criterion 8:** Any other children not within criterion 1 to 7.

**First priority** within each over subscription criteria will be given to applications from children who will have siblings attending the school at the proposed time of admission.

For full details of definitions, terms and notes please see the school's website.

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Don’t forget to apply by the closing date - **midnight 15 January 2019**
Where the school has more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Education, Health and Care Plan (EHCP) which names the school will be admitted. This will reduce the number of places available.

**Criterion 1:** Catholic looked after or previously looked after children.

**Criterion 2:** Catholic children living in the parish(es) served by the school.

**Criterion 3:** Catholic children living outside the parish(es) served by the school.

**Criterion 4:** Other looked after or previously looked after children.

**Criterion 5:** Catechumens, candidates and members of eastern Christian churches.

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion.

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader.

**Criterion 8:** Any other children not within criterion 1 to 7.

**First priority** within each oversubscription criteria will be given to applications from children who will have siblings attending the school at the proposed time of admission.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
Where the school has more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have 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.

**Criterion 1:** Catholic looked after or previously looked after children.

**Criterion 2:** Catholic children living in the parish(es) served by the school.

**Criterion 3:** Catholic children living outside the parish(es) served by the school.

**Criterion 4:** Other looked after or previously looked after children.

**Criterion 5:** Catechumens, candidates and members of eastern Christian churches.

**Criterion 6:** Children of other Christian denominations whose membership is evidenced by a minister of religion.

**Criterion 7:** Children of other faiths whose membership is evidenced by a religious leader.

**Criterion 8:** Any other children not within criterion 1 to 7.

**First priority** within each over subscription criteria will be given to applications from children who will have siblings attending the school at the proposed time of admission.

For full details of definitions, terms and notes please see the school’s website.

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**St Thomas More Catholic Voluntary Academy Oversubscription criteria**

Don’t forget to apply by the closing date - **midnight 15 January 2019**
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 that will be offered a place:

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

**Criterion 2:** Children who were previously in care outside of England

**Criterion 3:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the academy

**Criterion 4:** Children whose home address is in the catchment area of the academy with a sibling at the academy who will still be on roll when the applicant starts school

**Criterion 5:** Children whose home address is outside the catchment area of the academy with a sibling at the academy who will still be on roll when the applicant starts school

**Criterion 6:** Children whose home address is in the catchment area of the academy

**Criterion 7:** Children who are sons/daughters of staff working at the academy

**Criterion 8:** Children whose home address is outside the catchment area of the academy and who have requested a place.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - midnight 15 January 2019
Where there is over subscription, i.e. the number of applications for admission to the academy is greater than the published admissions number, applications will be considered against the criteria set out below.

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 Foundation 2**

**Criterion 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”.

**Criterion 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).

**Criterion C:** Children of parents living in the DGA.

**Criterion D:** Children whose siblings currently attend the Tudor Grange Samworth Academy and who will continue to do so on the date of admission. This criteria does not apply to admission into KS3 and 4 (Y7 to Y11).

**Criterion E:** Children on the basis of proximity to the school using straight line measurement from the main entrance of the Tudor Grange Samworth Academy to the main entrance of the child’s home.

**Tiebreaker**

**Criterion E:** Will act as a tie break in the event of the admission number being reached through Criterion A to D.

For full details of definitions, terms and notes please see the school's website.

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Don’t forget to apply by the closing date - **midnight 15 January 2019**
Uplands Junior L.E.A.D. Academy
Oversubscription criteria

Uplands Junior L.E.A.D. Academy are following the over subscription criteria for community and voluntary controlled primary and infant schools as shown on page 38.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 that will be offered a place:

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

**Criterion 2:** Children who were previously in care outside of England

**Criterion 3:** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the Academy

**Criterion 4:** Children whose home address is in the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school

**Criterion 5:** Children whose home address is outside the catchment area of the Academy with a sibling at the Academy who will still be on roll when the applicant starts school

**Criterion 6:** Children whose home address is in the catchment area of the Academy

**Criterion 7:** Children who are sons/daughters of staff working at the Academy

**Criterion 8:** 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 academy. 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 the academy.

For full details of definitions, terms and notes please see the school’s website.

Don’t forget to apply by the closing date - **midnight 15 January 2019**
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.

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.

Your school place offer

On 16 April 2019, you will receive an email (or a letter if we didn’t have your email address) informing you which school your child has been allocated a place at. Please note that decisions will not be given over the telephone and there are no facilities to pick up a letter from our offices. The offered school will contact you directly with more details within a few weeks of receiving your offer. Please note that your child will need to take up their school place at the start of term. If they do not, the school place offer may be withdrawn.
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 school’s waiting list at any time.

We will hold and maintain the waiting lists for all schools up until August 2019. After this time, we continue to maintain the lists for some schools but other schools, such as voluntary aided schools, maintain their own. Please contact us for more details on who to contact if you have a waiting list enquiry.

How does the appeal process work?

If you have been refused one or more of your highest preferred schools, you can appeal to an independent appeal panel. You can only appeal for a place at a school for which you have a current live preference.

If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will not affect the outcome of your appeal and will ensure that your child has a school place for the start of term.

During an appeal hearing, you will have the opportunity to put forward your case to an 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.

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.

Full details of the appeal process, including deadlines for appealing can be found on our website at www.leicester.gov.uk/admissions.

Infant class size appeals

There is a legal limit on the size of infant classes, set at 30 children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the authority has made a mistake in applying its admission arrangements or has acted unreasonably. Further information on appeals is on our website along with the rules governing infant class sizes. We recommend you read this before asking for an appeal. You can also lodge your appeal here.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 11 February 2019 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 may 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 the rental agreement has ended; and
- 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 11 February 2019. 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 may be considering applying 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 four weeks before the end of term.

We are not allowed to reserve school places 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.

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. We would therefore advise that should issues arise in your child’s school you should try 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.

Don’t forget to apply by the closing date - midnight 15 January 2019
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.

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 two miles when aged under 8 and three miles when aged 8 and over.

Note: Transport is provided only at the beginning and end of the normal school day.

However, for pupils aged 8 and over, if you receive the maximum amount of Working Tax Credit or your child is entitled to free school meals, they qualify for free transport if they attend the nearest available primary school and it is more than 2 miles away.

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.

Transport policies and application forms for school transport

Full details of the Home to School / Post-16 Transport Policies and how to apply are available on our website.

Don’t forget to apply by the closing date - midnight 15 January 2019
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 (15 January 2019). 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

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 15 January 2019. 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 15 January 2019
School meals at community schools

Leicester schools follow strict guidelines set by the government when preparing food, providing children with a healthy tasty meal each school day.

Meals provided by City Catering are free from undesirable additives and trans fats that are linked to poor health. Eggs are free range and meat is British Red tractor and Farm Assured. Fish is from a sustainable source and seasonal vegetables are served where possible. Fresh fruit and yogurts are available daily.

A two course school meal costs £1.75 for a primary school pupil (price correct August 2018 and may have changed). Price of meals may vary within academies. You can pay for your child’s meal by cash, cheque or online.

Please contact your child’s school for more information.

A healthy and tasty vegetarian option is available on a daily basis in every school. Primary menus currently consist of two meat options and two vegetarian options.

Leicester schools offer meals to suit cultural requirements. Asian vegetarian and Halal menus are available, please contact your schools for details.

Copies of current meal menus can be found at www.leicester.gov.uk/schoolmeals.

Free school meals

Children in reception, year 1 and year 2 at community schools ran by the local authority automatically get free school meals.

Your child may also be eligible for free school meals beyond year 2 if you receive certain benefits such as:

• Income support
• Income-based jobseeker’s allowance
• Income-related employment and support allowance
• National asylum seeker support
• Child tax credit (provided you’re not also entitled to working tax credit and have an annual gross income of no more than £16,190)
• The guaranteed element of state pension credit
• Working tax credit run-on - paid for four weeks after you stop qualifying for working tax credit
• Universal Credit with annual net earned income of less than £7,400.
How to apply for free school meals

You should only apply for free school meals if you receive one of the benefits listed. For universal infant free school meals, speak to your child’s school.

You can apply online at www.leicester.gov.uk/freeschoolmeals or call 0116 454 1009 (option 3). Make sure you have your national insurance number when you call.

The pupil premium

The pupil premium is extra funding the government gives to schools to raise the achievement of disadvantaged pupils. The amount a school receives depends on the number of pupils eligible for free school meals. Parents are encouraged to register their children, even if:

• they do not want to eat school meals; or
• they already receive universal infant free school meals.

This is in order to raise extra money for the school, which can be used towards extra tuition, learning assistants or after school clubs.

Don’t forget to apply by the closing date - midnight 15 January 2019