First time admissions and infant to junior transfer - frequently asked questions

FAQs - Applying on-line for a school place
Listed below are frequently asked questions about applying on-line for a school place. Please follow the links below to find out the answer. If you cannot find the information you need, please contact us using the details on our school admissions website.

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

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

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

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

If your address is not listed, please type any Leicester City postcode in here to skip the check and start your application.
You should only apply to Leicester City Council if you live in Leicester City. If not, then you must apply to your own local authority.

Why do I need to give four preferences on the application?
The Department for Education (DfE) has a School Admissions Code that does not allow school places to be allocated on a 'first preference first' basis. This means that we must consider all pupils stating a preference for a school regardless of whether the school is a first, second or third preference. This process is known as equal preferencing.
If you include preferences for the most popular schools in Leicester City, it may not always be possible to give you your first preference. This is why it is important to state four preferences and to ensure you understand the relevance of the individual oversubscription criteria.
It is important to place the schools in the order that you want them. We strongly recommend including your catchment area school as one of your preferences as this is likely to be a nearby school and priority is usually given to catchment area children.
If your child qualifies for a place at more than one of your preferred schools, you will be offered a place at your highest preferred school.

Do I need to send any other paperwork?
Some schools in Leicester City require you to complete a supplementary information form (SIF), which goes directly to the school in addition to completing the City Council on-line application.
If you have included one or more of these schools among your preferences, you must get the form directly from the school or you can download it from our school admissions website, where you can also check which schools require SIFs.
My child is already at the nursery; do I need to complete an application?
Attending the nursery does not automatically mean that your child has a place in Reception. You will still need to apply for a place online.

Does my child have priority if they already attend the attached nursery unit at my preferred school?
No. Places are allocated using the oversubscription criteria for the school when more applications than the number of places available are received. Priority is not given to those attending the attached nursery.

I have already put my child's name down at the school I like; do I need to complete an application?
Yes, you must still make an online application in the usual way. Some schools may operate waiting lists for part-time nursery places, but this is an arrangement made direct with the school and does not have any connection with your application for a full-time place.

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

I am applying for an Infant school.
What happens when my child is due to transfer to junior school?
To transfer between an infant and junior school (from Year 2 to Year 3), parents MUST apply for a junior school place when their child starts Year 2. Applications can be made from September until January.

If you do not make an application, then your child may be left without a place at a nearby junior school.

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 school can be found on our website). Parents can express a preference for up to four junior schools.

If you do not wish your child to go to a junior school and would rather apply for a Year 3 place at a primary school, you must complete an In Year application which will not be processed until the following summer term when we process all In Year autumn start applications.
Please be aware that Year 3 places at primary schools are usually filled with their Year 2 pupils.

I have already submitted my online application and wish to change my preferences
If you are applying as part of the transfer process these must be made no later than the closing date. You can make changes to your application as long as you remember to resubmit your application each time you make any changes.
The closing date is 15 January for a Reception place or Year 3 at a junior school. After the closing date has passed you will not be able to make any changes to your application until after offer day unless there are exceptional circumstances (for example a significant house move). If you have moved address, we will also require proof of residency. If we receive your request after the closing above you will not hear the outcome of your new preferences until the following allocation round. Please visit our school admissions website for further key dates.

I have missed the deadline to apply for a place, is it too late now? If your application is late without a good reason, there is a much greater chance that you will not get a place at one of your preferred schools. Those who applied on time will be allocated a school place before late applications are considered. If you have an exceptional reason for applying late, we may consider it as if it was received on time. Please refer to our parent guide for further information.

If you do have a good reason for applying late, you must supply independent supporting evidence of this reason, for example a solicitor’s letter confirming exchange of contracts or an unexpected hospital stay where you are the sole carer. If we agree that you have provided good reasons, we will consider it as an on-time application otherwise it will be treated as late and we will write to you to confirm this.

How do we allocate places? If there are more applications than spaces, places are allocated accordingly to the published admissions criteria.

To view the admissions criteria for Leicester City community schools and Own Admissions Authority (OAA) schools please see details on our school admissions website.

Will parents be offered their preferred school if they ask their MP or local councillor to intervene? Although an MP or councillor can offer you support with your enquiries, all places have to be strictly offered in accordance with the published admissions criteria to ensure fairness and consistency. This is required by the School Admissions Code.

Does going to appeal guarantee that parents will get a place at their preferred school? No. The appeals panel will consider all the verbal and written evidence provided by the parents and the admission authority before making a decision about whether the needs of the child outweigh any prejudice to efficient education and/or use of resources at the school.

If the appeal is refused, can parents have the decision reversed by asking their MP or local councillor to intervene? No. The outcome of the independent appeal is binding on both parties.
FAQs - School Offers
Listed below are frequently asked questions relating to being offered a school place. Please go to each question to find out the answer. If you cannot find the information you need, please contact us using the contact details provided on our school admissions website.

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

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

I have not received my offer
If you applied online by the closing date, you will be able to view the result online from 16 April. You will also be sent a letter confirming the result by second class post. This will be sent to the address you provided on your application form.

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

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

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

Is my child on the waiting list for a school?
Your child is automatically added to the waiting list of any school that you named as a higher preference than the one offered. These waiting lists start from offer day.
For community schools the waiting list will continue to operate until the end of the summer term. For OAA schools we will operate the waiting list for that school until the end of the transfer process in August. The schools will then operate their own waiting list for the Academic Year until the end of the summer term.

What if I refuse the place offered?
As a local authority we have fulfilled our statutory duty by offering your child a place at a school. If you refuse the place we have offered it will be your responsibility to arrange your child’s education. We will hold the place until we are satisfied you have secured suitable education for your child.

If you are not happy with the school place offer, you have the following options open to you:
- accept the place offered
- appeal for a place at your preferred school(s) - school appeals website
- Express a new preference for another school