

Leicester Scheme for the Admission Arrangements for in-year admissions to Schools 2023/24

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1. Introduction

- 1.1. The purpose of the School Admissions Code 2021 (“the Code”) is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and offered in an open and fair way.
- 1.2. From September 2021 the Code requires all Local Authorities (LAs) to host all schools’ in-year admissions arrangements (but not special schools) within its area. The purpose of this document is to ensure, as far as reasonably practical, that parents or guardians living within the Leicester City Council (LCC) understand how to transfer or move school during an academic year (in-year admission).
- 1.3. An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group. A relevant age groups refers to the age group at which pupils are or will normally be admitted to the school e.g. Reception, Year 3 and Year 7.

2. Requirements imposed by the School Admissions Code 2021

- 2.1. A parent or a guardian can apply for a place for their child at any school, at any time. Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.
- 2.2. Local authorities (LAs) are not required to co-ordinate in-year applications for schools for which they are not the admission authority. LAs may, however, co-ordinate in-year applications for any or all own admission authority schools in their area, with the agreement of the relevant admission authorities.
- 2.3. Leicester City Council (LCC) must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year.
- 2.4. Leicester City Council (LCC) will set out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions. Contact details for any admission authority that manages its own in-year admissions is available at leicester.gov.uk/admissions.
- 2.5. Local Authorities must provide a suitable application form (and a supplementary information form where necessary) for parents to complete when applying for a place for their child at a school for which they co-ordinate in-year admissions.
- 2.6. Where LCC receives an in-year application for a school which manages its own in-year admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.
- 2.7. With the exception of designated grammar schools, all maintained schools, and academies, including schools designated with a religious character, that have places available must offer a place to every child who has applied for one, without

condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources. For example, admission authorities must not refuse to admit a child solely because:

- (a) they have applied later than other applicants.
- (b) they are not of the faith of the school in the case of a school designated with a religious character.
- (c) they have followed a different curriculum at their previous school; or
- (d) information has not been received from their previous school.

- 2.8. An admission authority, governing body or local authority (LCC) must provide a hard copy of the information about in-year applications on request for those who do not have access to the internet.
- 2.9. Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse and refer the child to the Fair Access Protocol (see School Admissions Code 2021 - paragraph 3.10 and footnotes 76, 77 and 78).
- 2.10. Where an admission authority is dealing with multiple in-year admissions and does not have sufficient places for every child who has applied for one, they must allocate places on the basis of the oversubscription criteria in their determined admission arrangements only.
- 2.11. Upon receipt of an in-year application, the admission authority, or the local authority, if it is co-ordinating the admissions authority's in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.
- 2.12. Where an admission authority manages its own in-year admissions, it must also notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.
- 2.13. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, especially where the child is out of school (5 school days).
- 2.14. When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused in accordance with paragraph 2.32 of the Code; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

3. Responsibility of Own Admission Authority (OAA) schools

- 3.1. Own admission authorities (OAA) schools must inform the local authority by 1 August at the latest each year whether they intend to be part of the local authority's in-year co-ordination scheme for the following 1 September to 31 August (where this is offered) or whether they will be managing their own in-year admissions.
- 3.2. From 2022, by 1 August, for schools that intend to be part of the local authority's in-year coordination for the following academic year, they must also provide the local authority with all the information that the local authority is required to publish on its website, including application forms.
- 3.3. Own admission authorities and governing bodies must set out by 31 August at the latest each year, on the school's website how in-year applications will be dealt with from the 1 September until the following 31 August.
- 3.4. Own admission authorities must set out how parents can apply for a school place, and, where they manage their own in-year admissions, provide a suitable application form for parents to complete (and a supplementary information form where necessary), and set out when parents will be notified of the outcome of their application and details about the right to appeal.
- 3.5. If the admission authority is to be a part of the local authority's in-year co-ordination scheme, it must provide information on where parents can find details of the relevant scheme.
- 3.6. Admission authorities must, on request, provide information to prospective parents about the places still available in all schools within their area.
- 3.7. The admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided no later than two school days following receipt of a request from the local authority.

4. In-Year Co-ordination process in Leicester City Council

- 4.1. The School Admissions Service will process in-year applications for school places in the Leicester City Council (LCC) area.
- 4.2. While Local authorities (LAs) are not required to co-ordinate in-year applications for schools for which they are not the admission authority, LCC co-ordinates in-year applications for the vast majority of own admission authority schools in its area. Please refer to Appendix 1 for details of the schools that are part of the Leicester City Council In-Year Co-ordination Scheme.
- 4.3. School which are not part of the Leicester City Council In-year Co-ordination scheme (for academic year 2023/2024) are responsible for conducting their own in-year admission process. However, applications for these schools are still to be submitted via Leicester City Council website. Please refer to Appendix 2 for details of the schools that are not part of the Leicester City Council In-Year Co-ordination Scheme.

- 4.4. In-year applications for schools and academies within Leicester City Council should be made on the online common application form at leicester.gov.uk/admissions.
- 4.5. The application form allows parents/carers, applying from both inside and outside the Leicester City Council (LCC), to express a preference for up to four LCC schools in ranked order. In addition to the on-line application each free, voluntary aided and academy school may have their own supplementary information form for prospective applicants to complete. Details are provided on [School Admissions website](#).
- 4.6. Leicester City Council (LCC) aims to notify applicants of the outcomes of their in-year applications in writing within 15 school days from the date of application. If the School Admissions team receives an application for a school or academy which does not co-ordinate in-year applications for, details of the application will be forwarded directly to the relevant school. The school or academy must then notify the School Admissions Service of the outcome of the application. The same timeframes apply to own admission authority schools as to the Local Authorities i.e. a written outcome must be provided to parents/carers by 15 school days at the latest. Some in-year applications will be complex and may have to be referred to the Fair Access Process where different timescales apply.
- 4.7. In-year applications should not be made more than a month in advance of when the school place is required as the Leicester City Council does NOT hold places open. In-year applications received more than four weeks in advance of when the school place is required are treated as 'applied too early'. The School Admissions Team will contact (by email or telephone call) parents who applied too early, advising them that application will be processed within 4 weeks of the date the school place is required. The exception to this is in the case of children of UK service personnel and crown servants where the applications may be processed in advance.
- 4.8. Families living overseas, and those living out of the Leicester City Council (LCC) area, but intending to move to LCC may apply for a Leicester City Council school place on the LCC In-Year application form. However, the address used to process the application must be where the child lives at the time of application. The Leicester City Council address will not be used until the Local Authority or school has received proof that the child is living at that address.
- 4.9. Children of UK service personnel or crown servants are an exception to this requirement. In these cases, LCC will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address in Leicester City Council, for consideration of the application against oversubscription criteria. If it is not possible to offer a place at a preferred school, a place will be offered at the closest school with a vacancy in the appropriate year group.
- 4.10. Leicester City Council (LCC) parents wishing to apply for a place at a maintained school or academy in a different Local Authority (LA) must apply directly to the LA where the school is situated. Non-Leicester City residents who wish to apply for a place at Leicester City Council school should apply directly to Leicester City Council by following a process detailed in this document.

5. Administration of in-year school place applications

- 5.1. Parents may apply for up to 4 schools. If more than one school has a place available in the relevant year group, a place will be offered at the highest ranked school where the child qualifies for a place.
- 5.2. A place will be considered to be available (unless otherwise indicated) at a preferred school if the number on roll in the relevant year group does not meet or exceed the published admissions number (PAN).
- 5.3. Parents are expected to contact offered schools about a start date within 5 school days from allocation. If the parent fails to respond, the place may be withdrawn and reallocated.
- 5.4. If a parent declines the offer of a school place, the School Admissions team will inform the school concerned. Parents and carers (of children of Compulsory School Age) who refuse offers of school places, must inform the Local Authority about how they intend their children to be educated.
- 5.5. When a place cannot be offered at any of applicant's preferred schools, the following process applies:
 - a) the School Admissions Service will offer a place at the nearest school with a place available.
 - b) the School Admissions Service will advise parents, on request, about place availability in other schools or academies/Free Schools.
 - c) the School Admissions Service will not offer a place at an alternative school to pupils who are already on roll at a Leicester City Council school that is located within reasonable distance from applicant's home address.

6. Right of Appeal

- 6.1. Parents have a statutory right to appeal against the refusal of a place at a higher ranked school for which they have applied. This will be considered by an independent panel.
- 6.2. The School Admissions Service (and OAA schools which manage their own in-year process) will write to parents inform them of their statutory right of appeal.

7. Operation of Waiting lists

- 7.1. Waiting lists for a school or academy, which is a part of the Leicester City Council Co-ordination Scheme, are held and administered centrally by the School Admissions Service for all year groups and are ranked in accordance with the published admission criteria of the respective school.
- 7.2. Waiting lists are maintained until July. If a place becomes available, it will be offered to the first child on the waiting list. Please note that a position on the waiting list can move up or down because they are ranked in accordance with the published admission criteria.
- 7.3. A child's name can be removed from a school's waiting list at any time.

7.4. The following schools maintain their own waiting lists and parents need to contact them directly for waiting list positions:

School Name	Type of School	School Phase
Christ The King Catholic Primary School	Academy	Primary
English Martyrs Catholic School	Academy	Secondary
Falcons Primary School	Free School	Primary
Holy Cross Catholic School, a Voluntary Academy	Academy	Primary
Hope Hamilton C of E Primary School	Academy	Primary
Krishna Avanti Primary School	Free School	Primary
Madani Boys School	Voluntary Aided	Secondary
Madani Girls' School	Voluntary Aided	Secondary
Sacred Heart Catholic Voluntary Academy	Academy	Primary
St Barnabas C of E Primary School	Voluntary Controlled	Primary
St Joseph's Catholic Voluntary Academy	Academy	Primary
St Paul's Catholic School, a Voluntary Academy	Academy	Secondary
St Peter's CofE Primary School	Academy	Primary
St Thomas More Catholic Voluntary Academy	Academy	Primary

Appendix 1

List of schools that are part of the Leicester City Council Co-ordination Scheme:

School Name	Type of School	School Phase
Abbey Mead Primary Academy	Academy	Primary
Alderman Richard Hallam Primary School	Local Authority maintained	Primary
Avanti Fields School	Free School	Primary and Secondary
Avenue Primary School	Local Authority maintained	Primary
Babington Academy	Academy	Secondary
Barley Croft Primary School	Local Authority maintained	Primary
Beaumont Leys School	Local Authority maintained	Secondary
Beaumont Lodge Primary School	Local Authority maintained	Primary
Braunstone Community Primary School	Academy	Primary
Braunstone Frith Primary Academy	Academy	Primary
Bridge Junior School	Local Authority maintained	Junior
Brook Mead Academy	Free School	Secondary
Buswells Lodge Primary School	Local Authority maintained	Primary
Caldecote Community Primary School	Local Authority maintained	Primary
Castle Mead Academy	Academy	Secondary
Catherine Infant School	Local Authority maintained	Infant
Catherine Junior School	Local Authority maintained	Junior
Charnwood Primary School	Academy	Primary
Coleman Primary School	Local Authority maintained	Primary
Crown Hills Community College	Local Authority maintained	Secondary
Dovelands Primary School	Local Authority maintained	Primary
Evington Valley Primary School	Local Authority maintained	Primary
Eyres Monsell Primary School	Local Authority maintained	Primary
Folville Junior School	Local Authority maintained	Junior
Forest Lodge Academy	Academy	Primary
Fosse Mead Primary Academy	Academy Sponsor Led	Primary
Fullhurst Community College	Local Authority maintained	Secondary
Glebelands Primary School	Local Authority maintained	Primary
Granby Primary School	Local Authority maintained	Primary
Green Lane Infant School	Academy	Infant
Hazel Community Primary School	Local Authority maintained	Primary
Heatherbrook Primary Academy	Academy Sponsor Led	Primary
Herrick Primary School	Local Authority maintained	Primary
Highfields Primary School	Academy	Primary
Humberstone Infant Academy	Academy Sponsor Led	Infant
Humberstone Junior School	Academy	Junior
Imperial Avenue Infant School	Local Authority maintained	Infant
Inglehurst Infant School	Academy Sponsor Led	Primary
Inglehurst Junior School	Local Authority maintained	Junior
Judgemeadow Community College	Academy Sponsor Led	Secondary
Kestrel Mead Primary Academy	Academy	Primary
King Richard III Infant & Nursery School	Local Authority maintained	Infant
Knighton Mead Primary Academy	Academy	Primary
Lancaster Academy	Academy Sponsor Led	Secondary

School Name	Type of School	School Phase
Linden Primary School	Local Authority maintained	Primary
Marriott Primary School	Local Authority maintained	Primary
Mayflower Primary School	Local Authority maintained	Primary
Medway Community Primary School	Local Authority maintained	Primary
Mellor Community Primary School	Local Authority maintained	Primary
Merrydale Infant School	Local Authority maintained	Infant
Merrydale Junior School	Academy	Junior
Moat Community College	Local Authority maintained	Secondary
Montrose School	Local Authority maintained	Primary
Mowmacre Hill Primary School	Academy	Primary
New College Leicester	Local Authority maintained	Secondary
North Mead Primary Academy	Academy Sponsor Led	Primary
Orchard Mead Academy	Academy Sponsor Led	Secondary
Overdale Infant School	Academy	Infant
Overdale Junior School	Academy	Junior
Parks Primary School	Local Authority maintained	Primary
Queensmead Primary Academy	Academy	Primary
Rolleston Primary School	Local Authority maintained	Primary
Rowlatts Mead Primary Academy	Academy	Primary
Rushey Mead Academy	Academy	Secondary
Rushey Mead Primary School	Local Authority maintained	Primary
Saint Patrick's Catholic Voluntary Academy	Academy	Primary
Sandfield Close Primary School	Local Authority maintained	Primary
Scraptoft Valley Primary School	Local Authority maintained	Primary
Shaftesbury Junior School	Local Authority maintained	Junior
Shenton Primary School	Local Authority maintained	Primary
Sir Jonathan North Girls College	Academy	Secondary
Slater Primary School	Local Authority maintained	Primary
Soar Valley College	Academy	Secondary
Sparkenhoe Community Primary School	Academy	Primary
Spinney Hill Primary School	Local Authority maintained	Primary
St John the Baptist CofE Primary School	Voluntary Aided	Primary
St Mary's Fields Primary School	Local Authority maintained	Primary
Stokes Wood Primary School	Local Authority maintained	Primary
Taylor Road Primary School	Local Authority maintained	Primary
The City of Leicester College	Academy	Secondary
Thurnby Mead Primary Academy	Academy	Primary
Tudor Grange Samworth Academy, A C of E School	Academy Sponsor Led	Primary and Secondary
Uplands Infant School	Academy	Infant
Uplands Junior L.E.A.D Academy	Academy Sponsor Led	Junior
Whitehall Primary School	Local Authority maintained	Primary
Willowbrook Mead Primary Academy	Academy	Primary
Wolsey House Primary School	Local Authority maintained	Primary
Woodstock Primary Academy	Academy	Primary
Wyvern Primary School	Local Authority maintained	Primary

Appendix 2

List of schools that are **not** part of the Leicester City Council Co-ordination Scheme.
Contact details to the schools are available on their websites.

Please note applications must still be submitted to Leicester City Council.

School Name	Type of School	School Phase
Christ The King Catholic Primary School	Academy	Primary
English Martyrs Catholic School	Academy	Secondary
Falcons Primary School	Free School	Primary
Holy Cross Catholic School, a Voluntary Academy	Academy	Primary
Hope Hamilton C of E Primary School	Academy	Primary
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St Barnabas C of E Primary School	Voluntary Controlled	Primary
St Joseph's Catholic Voluntary Academy	Academy	Primary
St Paul's Catholic School, a Voluntary Academy	Academy	Secondary
St Peter's CofE Primary School	Academy	Primary
St Thomas More Catholic Voluntary Academy	Academy	Primary