

Leicester Scheme for the Admission Arrangements for Pupils to Schools 2017/18 (Appendix 1)

Contents

1. Introduction
 2. Applying for a school place
 3. Change of address
 4. Procedure
 5. The offer of a place
 6. Applications outside the normal admissions round
 7. Right of appeal
 8. Late applications
 9. Waiting lists
 10. Information required by free, voluntary aided and academy schools
 11. Applying for Sixth Form
 12. Admission of children outside of their normal age group (and includes Summer Born Children)
- Annex 1 - Timetable for secondary transfer admissions
- Annex 2 - Timetable for First Time admissions
- Annex 3 - Definitions

1. Introduction

1.1 This scheme for admission to school is a mechanism that will ensure that every parent resident in Leicester who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the same day.

1.2 In order to provide every parent with an offer of one place Leicester City Council will be working collaboratively with the governing bodies of voluntary aided, free schools, trust schools and academies in the city and the neighbouring local authority of Leicestershire.

1.3 Leicester City Council will be the only body to transmit an offer on behalf of all admission authorities to a Leicester resident of a single place at any school during the normal admissions round or at any other time, subject to the schools listed in section 5.1. Applications will be assessed by using the address where the child resides at the closing date.

1.4 The offer of a single place to a parent in the normal admission round will be made on 1 March for secondary school applications - If the 1 March falls on a weekend, the offers will be emailed and posted second class the next working day after the 1 March, second class. For infant, junior and primary school applications letters will be emailed and then posted second class on the 16 April, or the next working day if 16 April falls on a weekend.

1.5 The scheme for admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust and free schools to set and apply their own admission arrangements.

1.6 Children with a statement of special educational needs or Education, Health and Care (EHC) Plan are not covered by this scheme. They will be given priority admission over all others.

1.7 Parents can apply for a maximum of three preferences at any one time. Within the normal admission round, where an application for one school is withdrawn because a parent wishes to substitute another school; the substituted school (only) will be considered as a late application if the substitution is made after the 31 October 2016 for secondary school applications or after 15 January 2017 for primary school applications. During the normal admission rounds, parents who are reluctant to use one of those three preferences for their catchment area school, can opt to use 'fourth and final' preference for the *catchment area school only*. Parents will still be able to put their catchment area school as a first, second or third preference, and in these circumstance this fourth and final preference would not be available. Parents will also be able to "opt out" of naming their catchment area school as a preference.

2. Applying for a school place (see Annex 1 and 2 – Timetables)

- 2.1 All applications from Leicester residents for admission to any school must be made on the on line **common application form** at www.leicester.gov.uk/admissionsonline - The on line facility operates for First Time Admissions and Transfer between Infant and Junior schools and between Primary and Secondary schools and in-year transfers. For applications outside of the normal admission rounds, please see section 6.
- 2.2 Parents of children attending Leicester schools will receive details on how to apply via their child's primary school at the beginning of Year 3 or Year 6 for those transferring to secondary school, and for those starting school in Reception, details are posted to the home address.
- 2.3 Parents who reside outside Leicester should apply to their home authority ie the authority to whom they pay their Council Tax.
- 2.4 Leicester resident parents can state a maximum of three preferences at any one time for any combination of the following schools:
- Community
 - Voluntary Controlled
 - Voluntary Aided
 - Trust
 - Academy
 - Free School
- 2.5 Parents will be invited to state a maximum three preferences at any one time via the on line admissions system in their rank order and give reasons for those preferred schools.

An 'opt out' box will allow parents to select not to choose their catchment area school. If not selected this will be processed as an additional preference (if not previously included in the three stated preferences).

- 2.6 In all cases the application must be received by the closing date of 31 October for Secondary Transfer and 15 January for First Time Admissions and for transfer from Infant to Junior Schools. Changes to preferences after the closing date, which alters the rank order of those preferences, will result in those new applications been deemed as 'late' – see section 7. Changes to applications can be made up to the closing date without them being classed as 'late'.

3. Change of address

Where a family moves house after the closing date for applications but before 12 December 2016 (for applications for secondary schools) or 14 March 2017 (for applications for infant, junior and primary schools) they must inform their home authority of the change of address, with proof where requested, so that distance can be checked to the new address. Notification of a change of address within these timeframes will result in the new address being used when allocating a school place.

4. Procedure

- 4.1 By 21 November 2016 for Secondary Transfer, and 14 February 2017 for First Time Admissions and transfer from Infant to Junior school, Leicester City Council will send to other Leicester admission authorities and other LAs responsible for admission to any school stated on the application details of the applicants for their schools.
- 4.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 4.3 By 12 December for Secondary Transfer and 14 March for First Time Admissions and transfer from Infant to Junior school, Leicester City Council will aim to:
- (a) have completed a list of provisional offers for community and voluntary controlled schools.
 - (b) have received from academies, free, trust and voluntary aided schools a list of children who can be offered a place at their school and those not offered a place in rank order.
- 4.4 By 23 January 2017 for Secondary Transfer and 21 March 2017 for First Time Admissions and transfer from Infant to Junior school Leicester City Council will:
- (c) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer made to the parent
 - and
 - (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.
 - (d) inform any other Leicester admission authorities and other LAs of those provisional offers which are to be confirmed or not confirmed.
- 4.5 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which have spare places or insufficient places.

For under-subscribed schools all preferences will have been met irrespective of their ranking.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken. This cycle will continue until all places for which there are preferences have been allocated.

- 4.6 Where Leicester City Council cannot make a single offer for any of the preferences expressed by a parent resident in Leicester, a place will be allocated to the child at the nearest Leicester school, starting with their catchment area school, with places available, where this has been included as a further preference, to their normal place of residence.
- 4.7 By 10 February 2017 for Secondary Transfer and 28 March 2017 for First Time Admissions and transfer for Infant to Junior school, Leicester City Council will inform Leicestershire County Council and any other LA of any provisional offers for parents resident in their authority.

5. The offer of a place

- 5.1 Parents will be sent a single offer of a place for admission to a Leicester secondary school from Leicester City Council on 1 March or the next working day if this falls on a weekend. For First Time Admissions and transfer from Infant to Junior Schools parents will be sent a single offer of a place on 16 April, or the next working day if this falls on a weekend.

6. Applications outside of the normal admission round

- 6.1 Applications for admission to a Leicester school outside the normal admission round must be made on-line; however, applications for the following schools should be made directly to those schools:

Humberstone Junior Academy
Krishna Avanti Primary School
St John the Baptist C of E Primary
School St Joseph's Catholic Voluntary
Academy St Patrick's Catholic Primary
School.
North Field House Primary School- to be
confirmed
Rushey Mead Academy – to be
confirmed

- 6.2 Parents will be invited to state on the on-line application a maximum of three preferences for schools in their rank order. A parent can have a maximum of three preferences at any one time. Parents can also opt to make an additional preference for their catchment area school.

However, they will also be able to opt out of selecting their catchment area school as an additional preference if they so wish.

- 6.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 6.4 The offer of a place at a Leicester school will be made by Leicester City Council. An offer of a place may be sent directly from the school for those listed in 6.1 above.

7. Right of Appeal

This process does not alter the parents' right to appeal. Any parent whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. Lower ranked preferences will be withdrawn. The right to appeal also applies at times other than the normal times of entry to school (eg when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from primary to secondary school). Parents who have missed the normal deadlines for applying for admission or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

8. Late applications

- 8.1 In the majority of cases, late applications submitted in the normal admission rounds will be considered after all other provisional offers have been determined.
- 8.2 However, where a child or family was not resident in Leicester at the closing date for applications, their application will be considered as on time as long as it is received before 12 December 2016 (for applications secondary school) or 14 March 2017 (for applications for infant, junior or primary schools). Applications received after this date will all be considered as late.
- 8.3 Places will be allocated where no application has been received, for Secondary Transfer applications only, after those who have made late applications.

9. Waiting lists

- 9.1 Leicester City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in their intake year.
- 9.2 The waiting lists will be established on the offer day and be maintained up to the end of the academic year of application. The waiting list will

be ranked according to each admission authority's oversubscription criteria. We will only add children's names to a school's waiting list where we have not been offer a place at one or more of the parent's three preferences and where the parent requests to go on the waiting list. The waiting lists for voluntary aided, academy, trust and free schools will continue to be held by those individual schools from the allocation date. These schools may continue to operate their waiting lists past the end of the academic year. The LA will cease to maintain a waiting list after the end of the academic year for the schools that they are the admission authority for. Parents will be asked to state in writing if they wish their child's name to be included on any waiting list(s) for the next academic year.

- 9.3 This waiting list ranking for any school may change, ie go up or down the list, due to late or unsuccessful applications and any subsequent offers.

10. Information required by free, voluntary aided and academy schools

- 10.1 Free, voluntary aided and academy schools may require additional information which is not contained on the on-line application and may relate to the church or religious observance / worship for which the child is a member.
- 10.2 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 in the school's own prospectus.
- 10.3 These supplementary information forms are **not** application forms for admission to a free, voluntary aided or academy school. The forms will be labelled as an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 10.4 Parents who intend to express a preference or preferences for a free, voluntary aided or academy school must follow the procedure set out below:
- (e) obtain a copy of the supplementary information form from the free/voluntary aided/academy school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack and it should also be available from the LA or schools website.
 - (f) complete the supplementary information form(s)
 - (g) complete the on-line application at Leicester.gov.uk/admissions by the 31 October for Secondary

Transfer and 15 January for First Time Admissions and transfer from Infant to Junior Schools.

- (h) return the **supplementary information form(s)** to the preferred voluntary aided/academy or free school(s) by 31 October for Secondary Transfer and 15 January for First Time Admissions and transfer from Infant to Junior Schools.

10.5 The supplementary information provided by parents will be used by the free/ voluntary aided/academy school in applying their admission criteria. This information would be over and above the standard information supplied through the on-line application.

10.6 Where a supplementary information form is not submitted to the free/voluntary aided/academy school in support of the on-line application, it may affect the consideration of the preference expressed by the governing body of that school.

10.7 The completion and return of the supplementary information form does not guarantee a place at the school and is not classed, on its own, as an application for that school.

11. Applying for places at sixth form

11.1 Children and their parents applying for sixth form places may use the common application form, although if they are already on the roll of the school they are not required to do so in order to transfer into year 12. Admission authorities can, however, set academic entry criteria for their sixth forms, which must be the same for both external and internal places.

12. Admission of children outside of their normal age group (and includes Summer Born Children)

12.1 The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. Parents can delay their child's start in school until they are of compulsory school age.

12.2 Additionally, parents may seek a place for their child outside of their normal age group either because they are a Summer Born child or for another reason.

12.3 Children born from the beginning of April to the end of August reach compulsory school age on 31 August and are recognised as Summer Born children. Parents can request that a first time admission Summer Born child starts a reception place one year later than their normal year

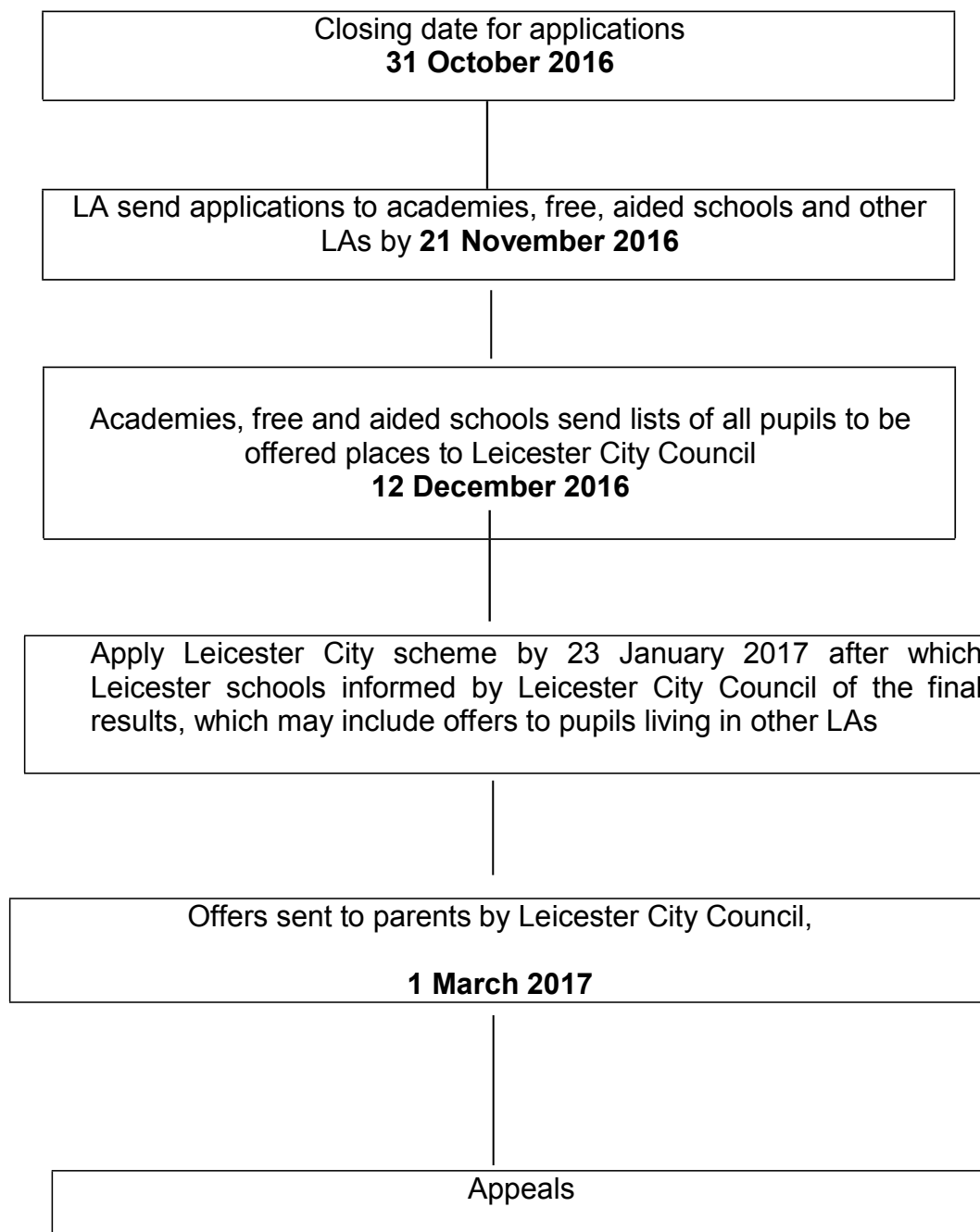
group. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

- 12.4 Parents should notify the schools they are interested in applying for and the local authority as soon as possible if they wish their child to enter a year outside of their normal age group. The Local Authority will forward a copy of the procedure to the parents. In the case of first time admission Summer Born children, parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.
- 12.5 Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Leicester City Council also has a complaints procedure.
- 12.6 For details on the process involved and to notify the Council of your wish for your child to enter a year outside of their normal age group please contact the Admissions Services;

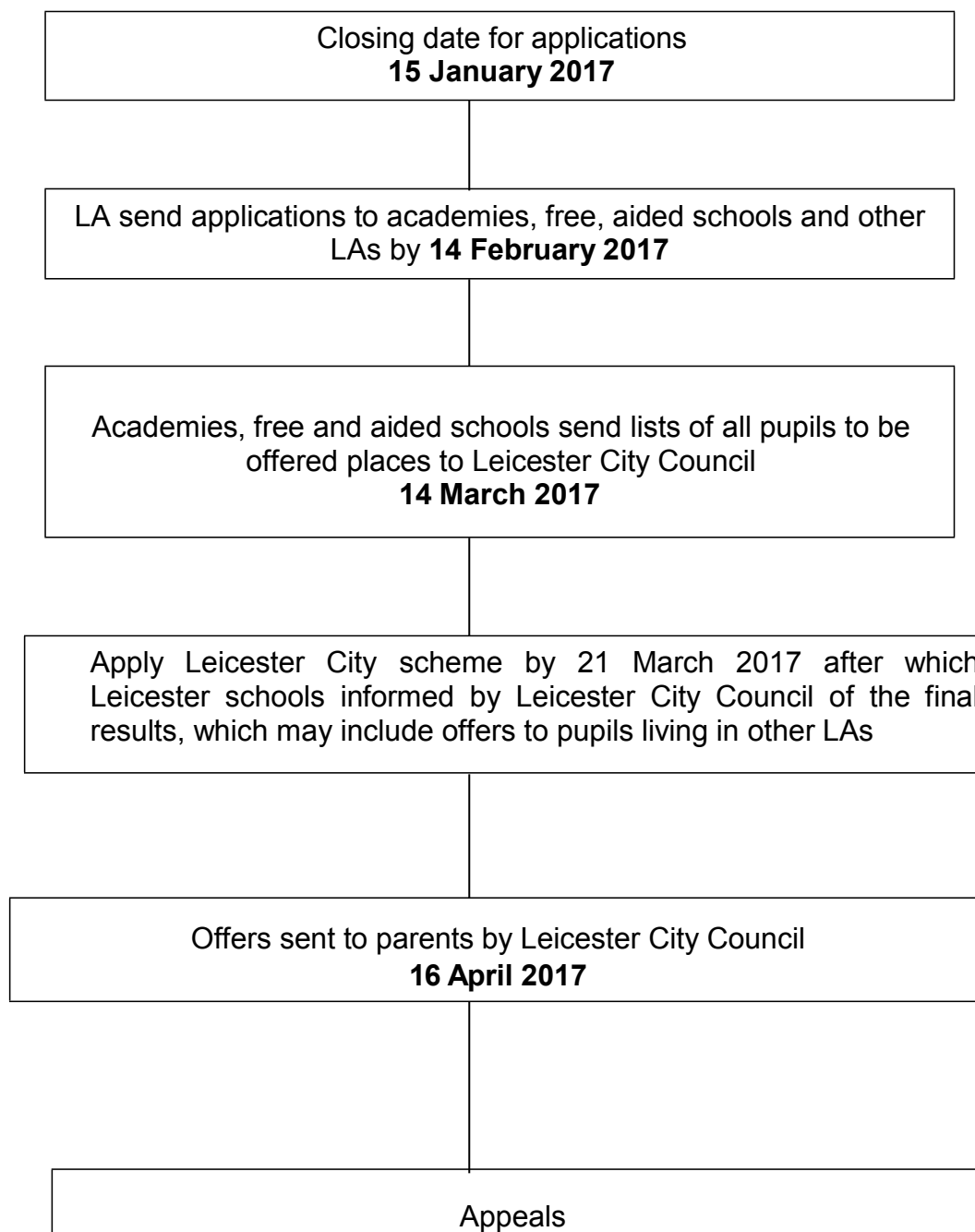
Email us on: admissions.online@leicester.gov.uk

Ring us on: 0116 454 1009 (option 1)

**ANNEX 1: PROVISIONAL TIMETABLE FOR SECONDARY
ADMISSIONS FOR SEPTEMBER 2017**



**ANNEX 2: PROVISIONAL TIMETABLE FOR FIRST TIME
ADMISSIONS AND TRANSFER FROM INFANT
TO JUNIOR SCHOOLS FOR SEPTEMBER 2017**



ANNEX 3: DEFINITIONS

1. Looked After and Previously Looked After Child:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because immediately after they were looked after they were adopted or became subject to a residence order or special guardianship order.

2. Siblings:

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or a child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address. Private fostering arrangements are not counted for admissions purposes.

3. Home / Permanent Address:

This is the child's current permanent address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. 'At the time of application' means the closing date for applications (31 October for Secondary Transfers and 15 January for First Time admissions and transfer from Infant to Junior Schools). 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.

4. Distance Measurement:

Distance is measured on a straight line basis using a geographical information system measuring from the GEO code reference point for the child's home address to the GEO code reference point for the school. A GEO code is a position on a map.

5. Tie-breaker:

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the city council who is not involved in the administration of school admissions.

6. 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. Trust, voluntary aided, free and academies operate their own oversubscription criteria and they are explained in each school's individual arrangements.

7. Deferred Entry:

By law, a child has to be in receipt of full-time education from the start of the school term following their fifth birthday - this is called compulsory school age. Delaying a child's entry into school is called 'deferred entry'. Parents / carers can request to defer their child's entry to school to any date up until they are of compulsory school age. Parents / carers should apply for a place for their child in the normal way. Parents / carers can also request that their child takes up a place part time until they reach compulsory school age.

8. Summer Born Children:

Children born from the beginning of April to the end of August reach compulsory school age on 31 August.