



**Leicestershire
County Council**



Your Guide to Primary Education in Leicestershire

2019-2020

For admissions entry September 2019
and mid-term transfers during
2019-2020 academic year



Welcome

I am delighted to welcome you to this year's Your Guide to Primary Education for first time admission entry September 2019 for children turning five, and general mid-term primary aged transfers throughout 2019-20.

We understand for parents and carers that going through the process of selecting and securing your child's very first school can be an anxious time. In this respect you may be assured to know that 92.8% of Leicestershire's children secured their first preference school for entry from September 2018.

Parents and carers of children turning five from September 2019 can start to apply for a school place from **1st June 2018, and should note that the process closes 15th January 2019**. You must apply for a school place through the home Local Authority that you live in, and the best way to apply if you live in Leicestershire is through our online system. Before applying I would encourage you to read this booklet as it will guide you through the process as well as advise you on a range of matters including:

- Attending open evenings or visiting your preferred schools;
- Giving consideration as to how you will get your child to and from school;
- Exploring each school's website;
- Ensuring you make best use of your three preferences and make sure one of the three is your catchment school;
- The best way to apply is online as you can change your mind up until the closing date, and you will get a receipt email confirming submission;
- By applying online it also means being notified by email on the **national offer date of 16th April** (or next working day if a weekend).

Please remember to apply by the **national closing date of 15th January 2019**. You are also **reminded that all late** applications will have the lowest priority.

If you have any unanswered questions you may wish to contact our Customer Services agents on 0116 305 6684.

Finally, may I wish your child every success in their new school.

Yours sincerely



Paul Meredith
Director of Children and Family Services



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Useful Definitions

Academy: To include free schools, studio schools and academy conversions

Academy status: Academies are publicly funded independent schools

CC: Community College(s) are institutions that also cater for adults

CE: Church of England

CFS: Children and Family Services

CME: Children Missing Education

Compulsory school age: Is the time that a child must receive full time education at school or 'otherwise', starting with statutory school age and ending on statutory school leaving age

DfE: Department for Education - www.education.gov.uk (formerly known as the Department for Children, Schools and Families)

EHCP: An Education Health and Care Plan is a legal document following statutory assessment, which sets out the support that is necessary to cater for a child with complex and enduring special educational needs and / or disabilities

EHE: Elective Home Education

EMA: Education Maintenance Allowance

FE: Further Education

Free Schools: Free schools are all-ability state-funded schools set up in response to parental demand.

FTA: First Time Admission

LA: Local Authority

LCC: Leicestershire County Council

Partially Accessible: These schools ensure that wheelchair users and pupils with mobility problems will be able to access all areas of the curriculum, but not necessarily all of the school building

Pathway Schools: These schools ensure that wheelchair users and pupils with mobility problems start in a partially accessible primary school, that feeds into a partially accessible high or upper school

PME: Pupils Missing Education

RC: Roman Catholic

School Action (Plus): Level of help school(s) offer for children with SEN

SEN / SENCO: Special Education Needs Co-ordinator

Statutory school age: Is the age when a child must start school

Statutory school leaving age: Is the date when a child is allowed, by law, to leave secondary school. This is the last Friday in June, of the school year in which a child reaches the age of 16

Trust School: A foundation school which has acquired a trust which supports the school and may nominate a minority or a majority of the school's governors

VA status: Voluntary Aided status - schools that are not under the control of Leicestershire County Council (often controlled by a religious organisation)

VC status: Voluntary Controlled status - are under the control of Leicestershire County Council (often with a religious influence - some VC schools use the Religious Criterion as part of their admission process)

Customer Service Centre

Parents and carers requiring advice and information can contact the Customer Service Centre: Tel: **0116 305 6684**

Monday, Tuesday, Thursday and Friday 8.30am - 5.00pm, Wednesday 9.00am - 5.00pm

Our trained customer service agents will be pleased to assist with all queries relating to Admissions and Transfers.



General Introduction

The purpose of this booklet is to give parents and guardians a detailed explanation about primary education provision in Leicestershire.

Leicestershire County Council makes sure that, in the county as a whole, there are enough full time school places for all children from the age of 4 onwards.

Areas covered are:

- Pre-school
- How to apply online for a primary school place as a first time admission
- How to transfer from infant to junior school
- How to apply part way through the academic year across any primary age group (also known as a 'mid term' transfer).

Leicestershire County Council has only one nursery school. All other nurseries are independent, even those that occupy sites close to, or on school sites. Admission to all nurseries is by application direct to the nursery.

First Time Admissions (FTAs) for all children are from the autumn term after the child has turned four years old. Admission to mainstream school is by application to the Local Authority (LA) in which you live. The closing date for FTA and infant to junior transfers for entry September 2019 is **15th January 2019**.

Community, Trust, Faith, Academy, Free School, and Studio Schools.

The majority of primary schools in Leicestershire are community schools with the Local Authority being the admitting authority. For Foundation, Trust, Faith, Academy, Free and Studio Schools the LA is not the admitting authority but the school themselves.

All applications should be made online through the LA. For community schools the admissions criteria used is on page 10. For all others please see the particular school's admission criteria on the school's website.

Key points you should make a note of are:

- There is no automatic entry to your local school. You are required to complete an admission application
- To ensure that you are making the right preference for your child it is strongly recommended that you contact the school to arrange a visit before making an application
- All applications are considered in accordance with the priority criteria
- On time applications will always be dealt with first
- National offer date for all Primary admissions is: 16th April 2019 (or next available working day).
- Leicestershire County Council operates an ONLINE application system that we advise you use www.leicestershire.gov.uk/admissions
- Closing date for return of all FTA applications and infant to junior transfers is: **15th January 2019**
- There are Leicestershire Schools that have moved away from the Local Authority admissions policy and criteria. Parents are strongly advised to check the school's own policy
- **YOU MUST APPLY FOR THE SCHOOL YOU WISH YOUR CHILD TO ATTEND, THIS INCLUDES YOUR CATCHMENT AREA SCHOOL.**

If at any stage you need to talk to someone about any aspect of a transfer process you can either contact your current school or School Admissions Service on: **0116 305 6684**.

Apply for a school place online:
www.leicestershire.gov.uk/admissions



Starting School

The law states that every child of compulsory school age must receive a full time education suitable to their age, ability, aptitude and any special needs he or she may have. Most parents fulfil this legal responsibility by sending their children to school, but a small minority of parents educate their children at home. This is known as Elective Home Education. For further information email homeeducation@leics.gov.uk or telephone 0116 305 2071.

Whilst it is a legal option, it is not a decision to be taken lightly. Education in this way makes demands on a family's time and patience, as well as their finances: all cost for materials, trips and social contact must be borne by the family.

In Leicestershire, primary and infant schools will be offering a school place for a child of four years of age from the autumn term following their fourth birthday. However, statutory school age is from the first term after your child's fifth birthday.

How is primary sector schooling organised?

There are 3 different types of schools in the primary sector	
Infant Schools	Reception - Year 2
Junior Schools	Year 3 - Year 6
Primary Schools	Reception - Year 6

Deferred or part-time starts

When a child's parents are notified of the allocation of a primary school place, they may request deferment of the child's admission to later in the school year, (start of the summer term) or until the start of the term following their fifth birthday in that year i.e. compulsory school age. If the place is not taken up, parent must then reapply for a place in Year 1. Similarly, parents may wish to start their child on a part-time basis until compulsory school age. This is normally agreed directly with the school concerned.

If the place is not taken-up on a full-time basis following compulsory school age, the place may be withdrawn and offered to another child.

Delayed start, early transfers or starts, and remaining on in the same year requests

Parents may request delayed entry for their child to start school in the year below their actual chronological year. There is a formal process to consider such requests and parents would be expected to provide evidence (supporting documentation from lead professionals where possible) to show that admission to Reception is in the child's best interests. This will then be taken into consideration by a panel of professionals.

The process parents must follow when requesting delayed entry, is to request it when applying for their normal age group.

Parents will still be required to make an application for their child's admission to their normal age group at the usual time, and attend open days or taster days; in case the request for a delayed start is refused. It is important parents understand that if the request is agreed, it does NOT guarantee a place a year later, it only means that parents will be allowed to apply a year later for a place. If unsuccessful, parents' statutory right to appeal against the refusal of a place at a school does not apply if they are offered a place at the school, but it is not their preferred age group.



Where parents wish to seek advanced transfers or accelerated starts (i.e. gifted and talented) or wish to repeat the year, the decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

Examples of key areas considered before a decision is made may be:

- **Medical** i.e. significantly premature, have missed a significant proportion of the school year due to medical illness
- **Psychological (Social)** i.e. a recognised diagnosed disorder
- **Physical** i.e. a diagnosed disability

(This is not an exhaustive list or set of criteria)

Applying for your Child's School Place

Entry September 2019 and transfer from Infant to Junior in September 2019 and for mid-term entry during academic year 2019-20

You may have visited a number of schools and decided on one you think is best for your child. You will then need to apply online at www.leicestershire.gov.uk/admissions

Applying online has many benefits:

IMPORTANT NOTE: For First Time Admissions and Infant to Junior Transfers it is important that you write down your username and password as you will need these to access your decision on the 16th April 2019.

You also need your username and password if you wish to amend any aspect of your application prior to the decision being made.

If you cannot remember your details you will not be able to view the decision.

We always encourage parents to include their catchment area school as one of their preferences.

An application for a First Time Admission place in a primary school must be made to the LA where you live, e.g. if you live within Leicester City, you must complete their application form for primary school places. This is the case even if you wish to apply for a school in Leicestershire. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

If you are resident in Leicestershire you will need to complete the Leicestershire application form. You can do this online at www.leicestershire.gov.uk/admissions and can express up to three preferences. This could include a request for a place in your catchment area school, any Leicestershire Community school, Academy or Free school, any Voluntary Aided, Foundation or Trust school or any school within another authority. This does not include private or independent schools.

Even though all preferences are treated equally, we always aim to meet your highest preference, and therefore request that preferences are made in priority order.

Applications must be made by 15th January 2019 for a school place when your child is due to start school for the first time in 2019, or moving from infant to junior school in 2019. **If you fail to name your catchment area school as one of your preferences a place will not automatically be offered at that school if all your other preferences are unsuccessful. This is because by then your catchment school may have been filled.**

If you wish to change your child's school during the school year (mid term transfer) you must apply to Leicestershire County Council:

- If you are applying for a school within Leicestershire's geographical boundary



- If you are resident in Leicestershire and are applying for a school outside of Leicestershire
- If you are applying for a place in an academy or other own admission authority school.

To accelerate the processing of your form when applying for a Voluntary Aided Faith school it is advisable you also complete the school's supplementary form, and submit this direct to the school you wish to apply for (a paper version is available from the school).

The LA will aim to process all mid term transfer applications within fifteen working days wherever possible, and will write to you to inform you of the outcome of your application. If you are successful we will write to you to inform you of what steps to take next.

If you are unsuccessful you have the right to appeal. You appeal to the admitting authority responsible for the school.

While a mid term application is being processed you must ensure your child continues attending their current school, unless this is physically impossible (e.g. move from Cornwall).

For more information regarding mid term transfers, please see www.leicestershire.gov.uk/admissions

If you have a query about the catchment school for your particular area, please contact our Customer Service Centre on **0116 305 6684**.

Co-ordination of First-Time Admission/Infant-Junior transfer

There are different arrangements for Church of England, Roman Catholic, Aided, Foundation, Trust, Academies and Free Schools. Enquiries concerning these schools should be made direct to the Headteacher. Admissions to these schools are the responsibility of the Governors, but, an application for a place must be made on the Local Authority FTA/Junior transfer form you obtain from the relevant local authority. There is a requirement for all schools in Leicestershire to co-ordinate school admissions for first-time admission and infant-junior transfer through the Local Authority. For those schools who are own admission authority schools please refer to section 'School Admission Policies for own admission schools'.

Things to consider before applying:

- Each school caters as far as possible for the needs of the families in its neighbourhood. When your child starts primary school you must apply for a school place. Normally the Children and Family Services wishes to offer a place to every child living in a school's catchment area, but, this may not always be possible for infants (4+ to 7 year olds) as there is an infant class size limit of 30 children per teacher. The Headteacher of the school will be pleased to discuss your child's admission or you can get advice from the School Admissions Service, County Hall, Tel: 0116 305 6684
- Consider how your child will get to and from school. Find out from the Transport Department on 0116 305 0002 whether you may have to pay for transport
- Visit schools when the pupils are there if you can, and read the schools' brochures/prospectus
- Take into account your child's wishes
- Do not rely purely on someone else's opinion or experience.

N.B. Be aware that a place in a primary school does not guarantee a place in its linked secondary school and that a place in a high school does not guarantee a place in its linked upper school.

You can get advice from the School Admissions Service on telephone: 0116 305 6684 or email admissions@leics.gov.uk Please telephone in advance to arrange such a meeting. You can also apply online at: www.leicestershire.gov.uk/admissions

We always advise parents to include their catchment area school as one of their preferences.



If you fail to name your catchment area school as one of your preferences, a place will not automatically be offered at that school if all your other preferences are unsuccessful. This is because by then your catchment school may have been filled.

Information about admissions policies for Voluntary Aided, Foundation, Academies, Free Schools and Trust Schools is available direct from the school and is also contained later in this booklet.

How will I receive my offer of a school place for First Time Admissions and Infant to Junior Transfers?

If you have applied online you will get an email confirming that your offer of a school place is ready to be viewed online the same day decisions are made on 16th April 2019. You can then log in with your **username and password** for an instant result. If your application is turned down you will get an online response and a letter via the post.

If you have applied via a paper application form, your offer of a school place will be posted out to you from 16th April 2019 by 2nd class post. You should allow 5 working days for receipt of your letter. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

Note: If the national offer date falls at a weekend or bank holiday, you will be notified the next working day.

You will receive an offer of one place only. This will be the school highest on your order of priority where there are places available. Leicestershire will work in co-ordination with other admission authorities where you may have applied for a place, e.g. Aided schools and schools within other local authorities, to finalise which place will be offered. If we cannot agree to any of your preferences, you will be asked to contact us to discuss alternative schools where there are places.

Late Requests

Applications received after the closing date and before the offer date, without proof that the lateness of the application was beyond your control, will receive the lowest priority, and be classed as late.

Applications received after the offer date will be considered as late.

If the lateness of your application is owing to the family returning from abroad, then the application must be made within a reasonable time of arrival back in the UK.

Oversubscription List (OSL)

The OSL ranks children in priority criteria order. If a place becomes available the child at the top of the list will be offered the place. The LA will maintain the OSL for the autumn term only for the following year groups:

- Reception (Community schools only)
- Year 3 (Community junior schools only)
- VA, Trust, Academies, Free Schools and Foundation Schools maintain their own. Some of these schools opt for the LA to maintain their OSL (you will need to contact these schools directly to enquire where your child is on their OSL).

How is the OSL operated?

Application to go on the OSL is automatic when a child is refused a place in school. If a place becomes available, it will be offered to the pupil who is at the top of the list.

The OSL is a dynamic list in that names may move up or down if a new application received has a higher priority than yours.



Priority criteria for entry Autumn 2019 and mid term applications during 2019 / 2020 academic year to Community Schools and those academies that have adopted the LA's criteria

Academies are free to set their own admissions policies. Please check the schools' own website for their admissions criteria. All maintained schools and some academies will follow the LA criteria below.

For all children whose Education Health and Care Plan (EHCP) names a school in their statement, they must be admitted regardless of the criteria below.

If there are too many requests for community schools, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):

1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who live in the catchment area. (See note iii).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv and v).
4th	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). (See note vi).
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See note vii).
6th	Pupils starting at an infant school with a sibling attending at the same time in the linked junior school. (See note iv). or Pupils transferring to high school who will have an older brother or sister attending the linked upper school at the same time. (See note iv).
7th	Pupils basing their application on religious belief. (See note viii).
8th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note ix).



Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order 19 or special guardianship order). In such circumstances a letter from the last local authority in which the child was in the care of will be required.
- iii. The child's place of residence is taken to be the parental home where they spend the majority of the school week. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term 'half or step brother or sister' includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.
- vi. If criteria 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
 - Crown Servants
 - Children in the care of an LA
 - Children subject to Child Protection Plans
 - Hard to Place children – who fall under the Fair Access Protocol
 - Parents suffering domestic violence. (This is dependent on documentary evidence by a Lead Professional)
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year)

Each case will be assessed on its individual merits.

vii. For criteria 5 above, the child must have been enrolled at the feeder school on or before the start date of the autumn term two years before transfer.

viii. For criteria 7 above, a letter of support from your Minister or Religious Leader will be required explaining how the school caters for your faith.

For schools listed below, a Minister's letter is required to support the parent's application that verifies children are from a church going family, for example, who have attended a Christian place of worship at least once a month for a year prior to application;



This criterion only applies to the following CE VC schools:

Blaby Stokes C of E Primary	Broughton Astley Orchard C of E Primary	Castle Donington St Edward's C of E Primary	Coalville All Saints C of E Primary	Cossington C of E Primary
Fleckney C of E Primary	Hinckley St Mary's C of E Primary	Husbands Bosworth C of E Primary	Ibstock St Denys C of E Infant	Long Whatton C of E Primary
Measham C of E Primary	Quorn St Bartholomew's C of E Primary	Swannington C of E Primary	Swithland St Leonard's C of E Primary	

ix. For Criterion 8 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by an independent officer.

Please note that late applications receive the lowest priority.

Applying for a school place at other times (mid-term applications)

In year co-ordination for mid-term transfer

For Leicestershire residents applications should be made using the LA's mid term application form, available online: www.leicestershire.gov.uk/admissions or by completing a paper version available from the School Admissions Service Tel: 0116 305 6684.

Those parents living outside of Leicestershire who wish to apply for a Leicestershire school are encouraged to apply through the Local Authority where they live, unless your move to Leicestershire is imminent, or because the Local Authority in which you live is not co-ordinating. In which case apply direct to Leicestershire at www.leicestershire.gov.uk/admissions

To accelerate the processing of your form when applying for an own admission authority school, it is advisable you also complete the school's supplementary form (please visit school's website) and submit this directly to the school you wish to apply for (a paper version is available from the school).

The LA will aim to process all mid term applications within fifteen working days wherever possible, and will write to you to inform you of the outcome of your application. If you are successful the letter will inform you of what steps to take next.

If you are unsuccessful you have the right to appeal. You appeal to the admitting authority responsible for the school.

While a mid term application is being processed you must ensure your child continues attending their current school unless this is physically impossible (e.g. move from Cornwall).

When moving areas

Requests for in catchment movement will only be agreed if there are spaces available, or the conditions in 13.28 of the admissions policy are met. To enable the admitting authority to overfill the local school on the basis of taking up residency in the catchment area the parent/carer must have applied within 90 (calendar) days of the date the family moved into the school's catchment area (mid-term conditions proof of residency must be met). Own admissions authority schools may differ. For more information please contact the School Admissions Service on 0116 305 6684.



Points to consider when changing schools during term time:

- If you are considering changing schools it is important that you discuss the move with your child's current school before completing an application form. In certain instances it may not be in the best interests of your child to change schools
- If your child has difficulties with staff or other pupils, or if your relationship with the school or another parent has broken down, the solution may not be to change your child's school. It is advised that you talk about the issues with the current school before you decide to change your child's school
- Have you considered how you will get your child to the new school?
- Have you considered the negative impact in preparing for examinations for your child in Year 6?
- The current school may have built in extra support and good working relationships with your child that could be lost if you move your child
- The general disruption and lack of continuity of learning may result in your child finding it difficult to catch up
- Consider the loss of friendship groups. This especially affects younger children.

The appeals procedure

In relation to school appeals the LA, through the County Council's Legal Services, conduct the appeals process for community schools. Foundation, Trust, Faith, Academy, Free Schools, and Studio Schools in some instances, engage the services of the LA to run their appeals. However most run their own appeals processes.

If you decide to appeal, you must have applied and been refused a school place before you can appeal. You will need to contact the School Admissions Service to request a Notice of Appeal form, or you can download a form from www.leicestershire.gov.uk/appeal-a-school-place These must be returned by the closing date to the County Solicitor.

The County Solicitor will let you know when the appeal will be heard.

You may attend the appeal hearing yourself, or with a friend if you wish. You may ask a representative to speak for you, or you can send a written statement.

Your case will be considered by the Appeals Committee which is independent of the Children and Family Services.

Please note that repeat appeals in the same academic year will not be allowed unless there has been a significant change in your circumstances, e.g. a house move. In appeals for places in infant classes that already have 30 children, the panel can only allow the parent's appeal if the Local Authority has made an error or acted unreasonably.

Contact details of other local authorities surrounding the Leicestershire borders:

- **Leicester City:** 0116 454 1009 - www.leicester.gov.uk
- **Rutland:** 01572 722 577 - www.rutland.gov.uk
- **Coventry City:** 024 7683 1511 - www.coventry.gov.uk
- **Nottingham City:** 0115 841 5568 - www.nottinghamcity.gov.uk
- **Derby City:** 01332 642 726 - www.derby.gov.uk
- **Nottinghamshire:** 0115 982 3823 - www.nottinghamshire.gov.uk
- **Derbyshire:** 01629 533 190 - www.derbyshire.gov.uk
- **Staffordshire:** 01785 278 593 - www.staffordshire.gov.uk
- **Lincolnshire:** 01522 782 030 - www.lincolnshire.gov.uk



- **Warwickshire:** 01926 410 410 - www.warwickshire.gov.uk
- **Northamptonshire:** 0300 1261 000 - www.northamptonshire.gov.uk

The complete version of Leicestershire's admission policy is available on the website www.leicestershire.gov.uk/admissions or from the School Admissions Section.

Elective Home Education

The Local Authority has a duty to make enquiries to determine that all children and young people who are home educated are receiving a full time education suitable to their age, ability, aptitude, and any special educational needs they may have. To fulfil this duty, officers will make arrangements to meet families to discuss the educational provision in place for their child/children.

For further information email homeeducation@leics.gov.uk or telephone 0116 305 2071.

Children Missing Education

The Local Authority has put in place rigorous arrangements for identifying and maintaining contact with children missing, or at risk of going missing, from education.

The named officer responsible for receiving details of children who are missing from education, and for brokering support for them through the most appropriate agencies is:

JoAnne Rees, Pupil Services Manager, School Admissions and Pupil Services,

County Hall, Glenfield, Leicester LE3 8RF. Tel: 0116 305 2071, email: cme@leics.gov.uk

The process of tracking pupils without an educational placement is part of our collective responsibility and ongoing commitment to safeguarding the welfare of young people.

It is vital that anyone who becomes aware that a child is not, or does not appear to be in education, notifies the named person without delay.

Pupil Services Court Team

The Pupil Services Court Team have statutory powers to take legal action and, where appropriate, to prosecute parents and carers if they fail to ensure that their child receives a suitable education.

For further information email pupilservicescourteam@leics.gov.uk or telephone 0116 305 6743.

Children with Medical Needs

The Local Authority must arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

For further information contact:

Medical Needs Co-ordinator, School Admissions & Pupil Services, County Hall, Glenfield, Leicester, LE3 8RF. Telephone: 0116 3050262. Email: medicalneeds@leics.gov.uk

Fair Access

The Fair Access Protocol is to ensure that outside the normal admission round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Leicestershire's Primary Fair Access Protocol is administered by lead members from School Admissions and Pupil Services, Education Quality and Inclusions and Oakfield Short Stay School.

Where a child is considered under the Fair Access Protocol, there is no duty for a Local Authority or Admissions Authority to comply with parental preference when allocating places through the Fair Access Protocol.



As a Parent

As a parent how can I help support my child in school?

- Support your child's school by signing the home/school agreement
- Read the prospectus, annual Governors' reports and regular newsletters to keep fully informed about what is happening in school
- Attend parents' evenings and curriculum workshops wherever possible in order to support your child's learning
- Support school activities such as class assemblies, sports day and concerts
- Support your child's learning at home and, as they get older, provide a quiet space for homework
- If you have time, offer help with a variety of activities, such as cookery, educational visits and swimming
- If available, support the Parents' Association
- Consider standing as a Parent Governor and becoming involved in the management of the school
- Vote in the election of Parent Governors and support the candidate with your views
- Make every effort to get to know the Headteacher and staff so that you feel comfortable in airing your views or concerns
- Try to work harmoniously with the school as your child will benefit from close collaboration between home and school.

Apply online at www.leicestershire.gov.uk/admissions

Secondary Education

For detailed information about secondary schooling in Leicestershire, there is a similar booklet called 'Your Guide to Secondary Education', go online at www.leicestershire.gov.uk/admissions or copies are available from your local school or library.

School Clothing

The school governors decide what to recommend as school dress. This is stated in each school brochure or prospectus. There is no clothing allowance scheme.



Key Services and Contacts

Key Services

Special Educational Needs Assessment Service (SENA)

www.leicestershire.gov.uk/special-educational-needs-assessment

School Transport

www.leicestershire.gov.uk/school-transport

Choose How You Move

www.choosehowyoumove.co.uk/schools

Beyond Bullying

www.beyondbullying.com

Family Information Directory (FID)

www.leicestershire.gov.uk/family-information-directory

Key Contacts

• Adult Learning

Tel: 0116 305 6387

Email: adultlearning@leics.gov.uk

Web: www.leicestershire.gov.uk/golearn

• Beaumanor Hall & Park (Outdoor Education and Conference Service)

Tel: 01509 890 119

Email: beaumanor.hall@leics.gov.uk

Web: www.beaumanorhall.co.uk

• Child Employment (13-16 year olds)

Tel: 0116 305 6597 / 0116 305 6544 / 0116 3057820

Email: childemployment@leics.gov.uk

Web: www.leicestershire.gov.uk/child-employment

• Children Missing Education

Tel: 0116 305 2071

Email: cme@leics.gov.uk

Web: www.leicestershire.gov.uk/children-missing-from-education

• Children with Medical Needs

Tel: 0116 305 0262

Email: medicalneeds@leics.gov.uk

Web: www.leicestershire.gov.uk/education-for-children-with-medical-needs

• Court Team

Tel: 0116 305 6743

Email: pupilservicescourtteam@leics.gov.uk

Web: www.leicestershire.gov.uk/school-attendance

• Diocese of Leicester – Church of England

Tel: 0116 261 5302

Email: Carolyn.Lewis@LecCofE.org

Web: www.leicester.anglican.org

• Diocese of Nottingham – Catholic

Tel: 01332 293833 Ext 220

Email: neil.weightman@nottingham-des.org.uk

• Early Learning and Childcare Service

Tel: 0116 305 6545

Email: family@leics.gov.uk

Web: www.leicestershire.gov.uk/early-years-and-childcare

• Education Quality

Tel: 0116 305 6445

Email: childrensservices@leics.gov.uk

• Elective Home Education

Tel: 0116 305 5755

Email: homeeducation@leics.gov.uk

Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education

• Family Learning

Tel: 0116 305 6500

Email: adultlearning@leics.gov.uk

Web: www.leicestershire.gov.uk/golearn

• First Response Children's Duty Team

Tel: 0116 305 0005

Email: childrensduty@leics.gov.uk

Fax: 0116 305 0011

Web: www.lrsb.org.uk/childreport

• Free School Meals

Tel: 0116 305 6588 / 0116 305 7093

Email: freeschoolmeals@leics.gov.uk

Web: www.leicestershire.gov.uk/free-school-meals

• Governor Development Service

Tel: 0116 305 6503

Email: governors@leics.gov.uk

Web: www.leicestershiretradedservices.org.uk/Services/3133



- **Leicester-Shire Schools Music Service**
Tel: 0116 305 0400
Email: lsms@leics.gov.uk
Web: www.leicestershiremusicclub.org
- **Multi Agency Traveller Unit (MATU)**
Tel: 0116 305 8156
Email: Multi.AgencyTravellersUnit@leics.gov.uk
Web: www.leicestershire.gov.uk/gypsy-and-traveller-services
- **Ofsted Reports**
Tel: 0300 123 4234
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk
- **Performance Licences and Chaperones**
Tel: 0116 305 6597 / 0116 305 6544 / 0116 305 7820
Email: childrenentertainment@leics.gov.uk
Web: www.leicestershire.gov.uk/child-employment
- **Pupil Exclusions**
Tel: 0116 305 2071 / 0116 305 6597
Email: exclusions@leics.gov.uk
- **Psychology Service**
Tel: 0116 305 5100
Email: psychology@leics.gov.uk
Web: www.leicestershire.gov.uk/educational-psychology-service
- **School Admissions**
Tel: 0116 305 6684
Email: admissions@leics.gov.uk
Web: www.leicestershire.gov.uk/admissions
- **Specialist Teaching Service**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: <https://resources.leicestershire.gov.uk/specialist-teaching-services>
- **Student Finance**
Tel: 0300 100 0607
Web: www.gov.uk/student-finance
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.turning-point.co.uk

Key Dates

School Terms & Holidays

Academic Year 2019-2020

Please contact individual schools for local variations in the holiday pattern.

First-time Admission & Infant to Junior/Primary School Transfer (entry September 2019)

1st September 2018:

Transfer from infant school to junior/primary school application process begins for Autumn 2019.

15th January 2019:

Closing date for submission of applications for first-time admission and transfer from infant to junior/primary school.

16th April 2019:

First-time admission/infant to junior school transfer decision results posted to parents/posted on-line.

FTA and infant to junior school over-subscription lists operate where schools are full.

31st December 2019:

Over-subscription lists for first-time admission and infant to junior transfer for 2019 close.



If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your language, please contact **0116 305 6684**, minicom: **0116 305 6048** or email: **admissions@leics.gov.uk**



Children and Family Services, County Hall, Glenfield, Leicestershire LE3 8RF
Further details available on our website:

www.leicestershire.gov.uk/education-and-children