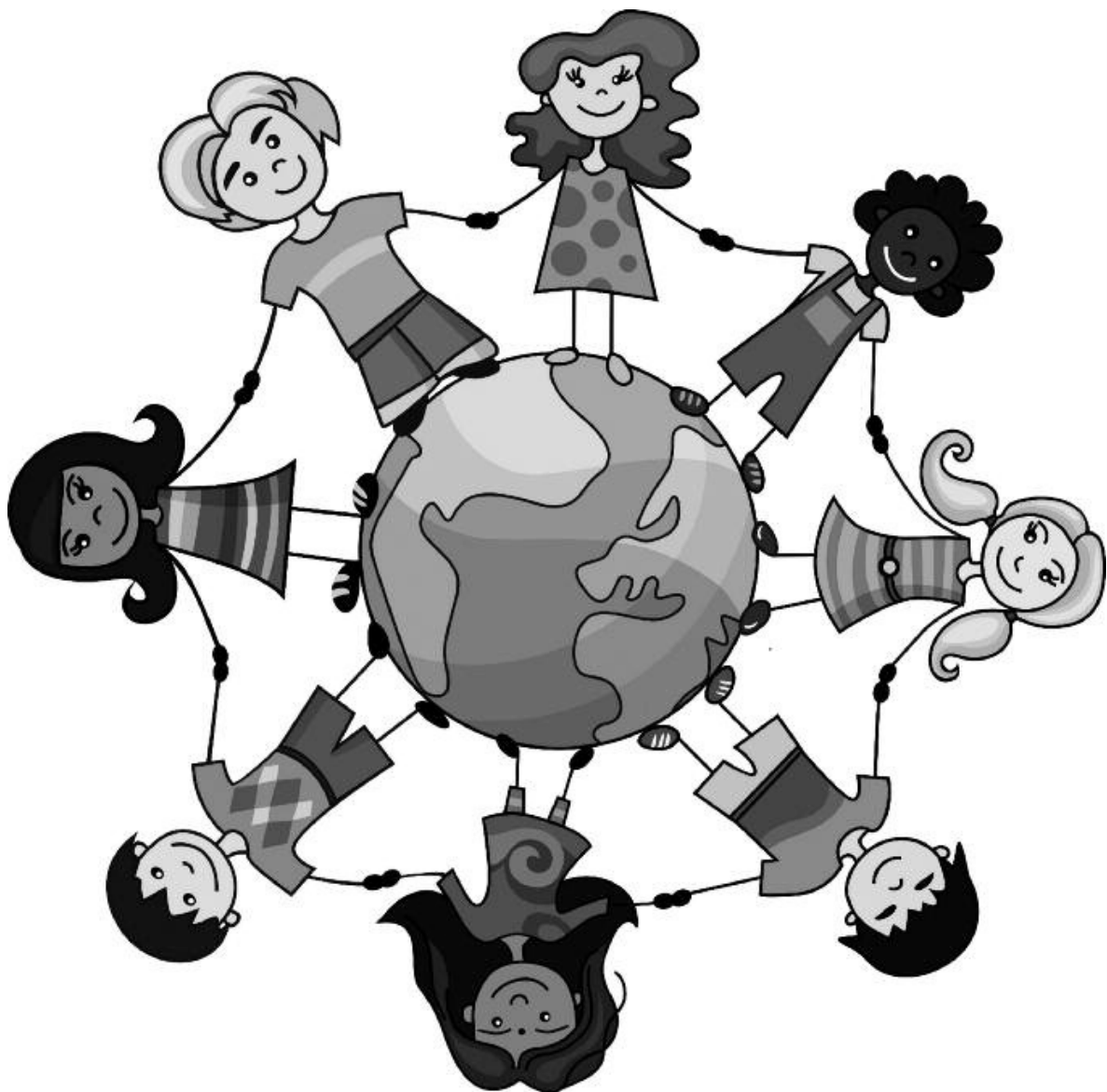


Transfer

to Junior School

2012 - 2013

A guide for Leicester parents, carers and children about admission to junior schools.



■ Why not apply online?

leicester.gov.uk/admissionsonline

THE CHOICE ADVICE SERVICE

– Here to Help You!

The Choice Advice Service provides free, impartial and independent advice and information on the Transfer Process.

You can contact Your Choice Advisor on:

0116 2575026 or choiceadvice@valonline.org.uk or
www.valonline.org.uk/choice-advice-service-parent-partnership

Your Choice Adviser can assist you by:

- Explaining the Admissions process
- Helping you to complete forms
- Helping you make sure your school preferences are informed and realistic
- Helping you understand the information contained in this booklet
- Helping you to find other information about schools
- Providing information and advice on the admissions appeals process
- Arranging translation and interpretation services if needed

Your Choice Adviser cannot offer or guarantee school places or influence the allocation process. They will guide you through the admission process but will not make decisions on your behalf.

Support can be provided by telephone or through face to face meetings.

BENGALI

আপনি যদি এই বুকলেট'এর অনুবাদ চান, তাহলে অনুগ্রহ করে যোগাযোগ করুন :
স্কুল এ্যাডমিশন সার্ভিস, টেলিফোন - 0116 2527009, ই-মেইল - admissions@leicester.gov.uk

GUJARATI

જો તમને આ પુસ્તિકાનું ભાષાંતર જોઈતું હોય તો, મહેરબાની કરી સ્કૂલ એડમિસન્સ સર્વિસનો, ટેલિ:-
0116 2527009, ઈમેઈલ - admissions@leicester.gov.uk. ઉપર સંપર્ક કરો.

PUNJABI

ਜੇ ਤੁਸੀਂ ਇਸ ਕਿਤਾਬਚੇ ਦਾ ਅਨੁਵਾਦ ਕਰਾਉਣਾ ਚਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

ਸਕੂਲ ਦਾਖਲਾ ਸੇਵਾ (School Admissions Service), ਫੋਨ - 0116 2527009, ਈਮੇਲ - admissions@leicester.gov.uk.

URDU

اگر آپ اس کتابچے کا ترجمہ چاہتے ہیں تو براہ کرم یہاں رابطہ کریں :

سکول ایڈمیشنز سروس، ٹیلیفون 0116 2527009 ای میل - admissions@leicester.gov.uk

SOMALI

Haddii aad jeclaan laheyd in buug-yarahan la soo turjumo, fadlan la soo xiriir Adeegga dugsi u Ogolaanshaha ee:

School Admissions Service, teleefoonka- 0116 2527009, Email-ka-
admissions@leicester.gov.uk.

POLISH

Jeśli chciałbys otrzymać tą ulotkę przetłumaczoną, proszę kontakt:

Wydział Przyjęć do Szkół (School Admissions Service), Telefon- 0116 2527009, Email-
admissions@leicester.gov.uk.

SLOVAK

Ak by ste chceli preklad tejto brozury, prosím kontaktujte:

Služby na prijatie do škôl (School Admissions Service), Telefón - 0116 2527009, E-mail
- admissions@leicester.gov.uk.

Apply online.....leicester.gov.uk/admissionsonline

Contents

	Page
Timetable for making preferences	4
Applying for a junior school place	5
Late applications	5
How to decide which school to apply for	6
Getting help – Choice Advice	7
How to make your application – complete paper form or apply on- line	7
Moving house	8
Changing your application information	8
Completing your application form	8
Apply online for a Junior School Place	11
Processing your application	12
Letting you know	12
What happens if you do not get the place you want?	13
Waiting List and Appeals	13
Home to school transport	14
Free School Meals	15
Children with Special Educational Needs	16
Moving into the area	16
Admission Criteria for community and voluntary controlled schools	16
Oversubscription admission criteria	17
JUNIOR SCHOOLS IN LEICESTER	19 - 20
Map of school locations	21
Special schools in Leicester	22
Check list for your application	22
Frequently-asked questions	23
Contact us	24

Apply online.....leicester.gov.uk/admissionsonline

Dear Parent/Carer,

Children starting junior schools in the city of Leicester in September 2012

Leicester City Council is responsible for co-ordinating all applications to schools in the city. This leaflet gives you information about how to apply for a place in a junior school in Leicester City for September 2012. The important dates for children starting junior school are given below.

If you have any questions, please contact the School Admissions Service who will be pleased to discuss any concerns with you. Tel: 0116 252 7009;
Email: admissions@leicester.gov.uk You may also find help on our website www.leicester.gov.uk/admissions . Full contact details of Customer Service Centres may be found on page 23 of this leaflet.

I am sure that your child will find their time at junior school a valuable and enjoyable experience.

Yours faithfully,

Rachel Dickinson

Strategic Director, Children and Young People's Services

Junior timetable

The timetable for applying for a junior place in September 2012 is as follows:

Week commencing

- 13 February 2012** - Application forms and leaflets distributed
- 30 March 2012** - Closing date for applications
- 7 May 2012** - Offer and refusal letters sent to parents
- 17 June 2012** - Deadline for lodging appeals for on time applicants
- 13 July 2012** - Deadline for hearing appeals for on time applicants

Applying for a place in a junior school

You only need to apply for a junior school place if your child is in year 2 in an infant school. Children who are now in Year 2 at infant schools will join their new junior school in September 2012. If your child goes to a **primary school** you do not need to apply for a place in Year 3 at that school as he or she will just carry on in the same school.

By law, you have the right to state a preference for the school you would like your child to go to. Leicester City Council, as the admission authority, must offer you a place at the school you prefer unless there are more applications than places available. If the school receives more applications than it has places available, then places will be offered according to the published admission criteria (see page 16)

Each school has an admission number. This number refers to the number of children being admitted to the school for the first time. A complete list of the Junior Schools in Leicester can be found on pages 19 and 20.

Remember: there is no automatic right for a child attending an infant school to transfer to any junior school.

When should you apply?

You should apply for a junior school place for September 2012 as soon as possible after you receive the application form and this explanatory leaflet and before the closing date. Parents of all children attending an infant school in Leicester City will be given this pamphlet.

**The CLOSING DATE for applying for a junior school place is
30 MARCH 2012**

Please note that attendance at an infant school **does not guarantee** a place at any junior school.

Late applications

If we receive your application after **30 March 2012**, we will treat it as late and will deal with your application after those which are received on time. You should know that if your application is late, you are less likely to be offered a place at a school you have listed.

How to decide which school to apply for:

Linked infant Schools

If your child attends one of the infant schools listed below, you have a high priority and there is a likelihood (but NOT a guarantee) that you will be allocated a place at the linked junior school. Most children at linked infant schools have been successful in gaining a place at their designated linked junior school in the past.

The following infant schools are linked to their partner junior schools:

Braunstone Frith
Humberstone
Inglehurst
Merrydale
Overdale
Uplands

Also, you may:

- Find junior schools in your area by looking at the map on page 21 of this leaflet. (You can find out if you live in the priority area of a school by following the instructions in page 17)
- Contact local authorities outside Leicester City to find out about other junior schools near to you e.g. Leicestershire County Council (0116 305 2070)
- Visit the schools you are interested in
- Consider the admission criteria (page 16-17) for the schools you are interested in to assess the likelihood of getting a place
- Read the school prospectus and visit the website
- Find out about the school profile and academic performance at www.schoolsfinder.gov.uk
- Contact the Office for Standards in Education (Ofsted) on 08456 404045 or www.ofsted.gov.uk
- Consider transport arrangements you would need to get to school (see page 14)

Getting help- Choice Advice Service

Choice Advice is a free and impartial service available to families who may find it difficult to navigate the admissions process. The Choice Advice Service aims to guide and support parents through the admissions process but you must be aware that the Choice Adviser will not make any decisions on your behalf.

If you would like to contact the Choice Adviser please phone 0116 257 5026

You will also find help on our web site www.leicester.gov.uk/admissions by telephoning the admissions service on 0116 252 7009 or by visiting a Customer Service Centre (See page 24).

How to make your application – paper form or apply on-line

You may apply for a school place either at a Leicester City School or at a school outside the city. You must use the form entitled 'Application for a Junior School Place'.

When you apply for a junior school place you may either:

- Complete the application form (which has been sent with this leaflet) and return it to the School Admissions Service (contact details may be found on page 24 of this leaflet), or
- **Apply using the online form at www.leicester.gov.uk/admissionsonline**

Don't be late - get your application form in on time!

It is very important that we receive your application on or before **30 March 2012**. If we receive your application after this date it will be considered as a late application and you will be less likely to be offered a place at a school of your preference.

It is **your responsibility** to ensure that your form is returned by the closing date of **30 March 2012**. To enable you to do this, we have enclosed a pre-paid envelope. You will require documentary evidence of the date of posting of your application if there is any dispute that the application was made on time.

Please keep a copy of your original application form for reference. If you deliver your form to a Customer Service Centre, ask for a receipt. If you are posting it, allow for delays in Royal Mail delivery as, on occasion, forms have taken several days to arrive resulting in the application being late. To avoid this, you may wish to send your form by Recorded Delivery, as this will provide proof of postage. If you apply on line you will get an automatic email confirmation that we have received it and you are advised to retain this.

Moving house

If your family is in the process of moving house you must still apply by the closing date (30 March 2012) giving the parental address at the time of application in order for your application to be considered. If you are moving to Leicester from another Local Authority (LA) into Leicester City, you must apply **via your home LA** by 30 March 2012.

Let us know

If you move before we send out the allocation letters on w/c 7th May 2012, you must inform us and send evidence of your new address so that we can make sure that your allocation letter goes to the correct address.

Changing your application

If you apply on line you can change the information at any time up to the application deadline of midnight on 30 March 2012.

If you apply using the paper application form, you can change the information before the closing date by contacting the School Admissions Service in writing (Contact details on page 24)

**PLEASE REMEMBER THAT THE APPLICATION DEADLINE IS
30 March 2012**

Completing your application form

It is important that the information you give on the form is correct as we use this to contact you about the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Children Act 1989.

Section 1 – CHILD’S DETAILS

Parents/Carers of children currently in Year 2 at a Leicester City school will be provided with an application form on which the child’s details will already have been completed.

Check your child’s details to ensure that the name, address, postcode and date of birth are correct so that we can assess your application accurately. Make sure that all the information you provide is correct and inform us of any mistakes or changes of address as soon as possible. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place.

Child's home address

The address you give us should be your child's current permanent address at the time of application. 'At the time of application' means the closing date for applications (30 March 2012). The address you give us should be the home address where your child lives.

The home address is the address the child resides in at the time of application and at the time of admission, and in the case of split households, the address of the person who receives the Child Benefit. We do not accept informal accommodation arrangements with family and friends unless there are very special circumstances for which we will need to see supporting proof. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

If you change address and this leads to a change in your priority area, we will need to see proof to show that you are genuinely at your new address. We need this information to prevent places being gained fraudulently. Admission authorities have the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or misleading application. We will need to see documents relating to the end of a tenancy or proof of sale of the original property as well as a new tenancy agreement or proof of purchase for the new property. An example of the sort of documents we may ask to see is a solicitor's letter about the completion of the sale and the exchange of contracts. If this information is insufficient or inconclusive, the council can request further information.

Section 2 – SCHOOL PREFERENCES

List the schools you would like your children to attend in order of preference. You can select any Leicester school in this booklet or any school you wish to apply to in England. We strongly recommend you list three schools, as there is no advantage in listing fewer than three schools. If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated. You could be allocated a school some distance from your home if nearer junior schools have received more applications than there are places available. This allocation may be to a primary school if they are the nearest school with places available.

There is no advantage to be gained by including the same school more than once as we can only process one application per child per school.

If your child could be offered a place at more than one school, you will be offered a place at the school which you ranked the highest.

Section 3 – HOUSEHOLD INFORMATION

It is important for the assessment of your application that you inform us about any siblings (brothers/sisters – not cousins) who will be attending the school at the same time as the current applicant. We also need to be informed if the child is in the care of the local authority or subject to a Child Protection Plan or if you are fleeing from domestic violence. By sibling we mean a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address. **Please note, that the term 'sibling' does not include cousins.**

Section 4 - YOUR CHILD'S EDUCATIONAL HISTORY

Please inform us if your child has a statement of Special Educational Needs.

Section 5 – DECLARATION

In this section you are confirming that all the information you have provided on the form is correct as at the time of application, and you have not given any false or misleading information. The form must be signed by a person with legal responsibility for the child.

Fraudulent applications

The law states that a school place may be withdrawn after a child has started at the school if the place was gained by fraud. If you deliberately give false or misleading information, you must expect the offer of a school place to be withdrawn.

Therefore, it is extremely important that the information you provide should be accurate and honest. Leicester City Council, as a responsible admission authority, reserves the right to check any address given as the child's home address, in order to ensure that it is allocating places appropriately and fairly. The School Admissions Service receives information about possible fraudulent applications. They will keep the information confidential and will investigate it. If we find that a place has been offered on the basis of false information, we may withdraw the place. We will alter the child's application to show the correct information and reassess the application with the new information. If this reassessment results in a place no longer being available, you will be offered the right to appeal and your child's name will be placed on the waiting list.

Apply online for a school place

www.leicester.gov.uk/admissionsonline

- You can apply at any time before midnight 30 March 2012.
- Applying online is quick, safe and secure.
- We will email confirmation that your application has been received.
- There are clear, simple prompts to guide you through making your application.
- There is no risk that your application will get lost in the post.
- You may apply at any time of day, seven days a week.
- You may make changes to your application right up to the closing date of midnight 30 March 2012. (Remember to **re-submit** if you make any changes).

It is important to keep a record of your **Unique Identification Number, User name and Password** in order to be able to make modifications to your application. You may wish to copy them from the letter you received from us.

Unique Identification Number

User Name

Password

Processing your application

How we work out which school we are able to offer to your child

Each school you list on your form is considered as a separate application.

Please note that:

- If schools receive more applications than they have places available, we use the admission criteria (page 17) to decide who will be offered a place. Places are allocated to those who best meet the published criteria.
- If you have listed a school outside Leicester we will send your details to the school or the appropriate Local Authority. They will let us know if your child can be offered a place at that school.
- If your child qualifies at more than one of the schools you have listed, we will look at your preferences and offer you a place at the school which you have listed as your highest preference.
- If your child qualifies for a place at only one of the schools you listed, we will offer a place at that school.
- If you live in Leicester City and we cannot offer a place at any of the schools you have listed, or if you do not list any schools, we will offer a place at the next nearest school to the child's home address which has places available. This could be a primary school.

Letting you know

We will post a letter to you w/c 7 May 2012 (by second class post) informing you of where you have been offered a junior school place. If you have not received a letter by the Tuesday 15 May 2012 please contact School Admissions Service (see page 24). If you live outside Leicester City, your own Local Authority will write to you to offer you a school place.

What happens if you do not get the school place you want?

1. Waiting List

If your child is refused a place at one of your preferred schools, your name will automatically be added to the waiting list of the school where it was not possible to offer a place.

You can accept the place we have offered and still be placed on the waiting list for the other schools where your application was refused.

Waiting lists are maintained in strict priority order according to the published oversubscription admission criteria and not according to how long the child has been on the list. If a place becomes available at a school, the place will be offered to the child on the waiting list who is in the highest criterion of the oversubscription criteria when the place becomes available (i.e. the child who is at the top of the waiting list).

It is important for you to note that your child's position on the waiting list may change. Children may move up the waiting list (e.g. if other children who are higher on the list are offered places) or they may move down the list (e.g. if children are added to the list and those children are in a higher criterion than your child).

2. Admission Appeals

We understand that it can be very disappointing if you are not allocated a place at your preferred school. You have the right to appeal against the decision not to offer your child a place at any of the schools where you have been refused a place. We will send you information about how to appeal when we write to you w/c 7 May 2012.

You may appeal for a place at more than one school but you must have applied for a place at the school first. You should not reject the place offered to your child even if you are appealing for another school. This ensures that your child has a school place if the appeal is unsuccessful.

Please note that that your child must have applied for a place and been refused before you will be entitled to go on to a waiting list or go to appeal.

Home to school transport

Parents/carers are advised to consider carefully the home to school transport policy when making their preferences for school places.

Only a small number of children in Leicester qualify for free home to school transport. If a child does not qualify it is a parent's responsibility to ensure that their child can get to school.

Nearest suitable school

Free transport will be provided for all children attending a school allocated by the City Council where the distance from home to school is more than 2 miles for children less than 8 years of age. If you list a school on your form that is more than 2 miles from your home and you get a place there, we will consider this to be parental preference and therefore will not provide free transport.

Distance is measured from the family home using the shortest walking route. There is a wide network of school buses in the City. Transport will always be provided by the provision of a bus pass and it is the parent or carer's responsibility to ensure their child catches the buses.

Arrangements for low income families

These arrangements only apply to children admitted to primary school by Leicester City Council since September 2008. If your child is aged between 8 and 11 years and they are entitled to free school meals or your family gets the maximum level of Working Tax Credit you can apply for transport if you live more than 2 miles from the school allocated by the City Council. The distance is measured from the family home using the shortest walking route.

Please remember that you are entitled to free school meals or you are receiving the maximum level of working tax credit (without deductions). If your circumstances change and your maximum working tax credit stops we will withdraw this free transport and it will be your responsibility to pay for any transport costs to get your child to school.

If you want more information about home to school transport or an application form please contact (0116) 373 7451. Our transport policies can be accessed at www.leicester.gov.uk/education/transport.

Free school meals and other financial assistance

The Children and Young People's Services Department can help with certain school expenses. You could be eligible if you receive one of the following benefits:

- **Child Tax Credit**, if your gross family income is less than £16,190 in total each year. However, please note that if you receive any Working Tax Credit you will not be entitled to Free School Meals.
- **Income Support**
- **Income-based Job Seekers Allowance**
- **Income-related Employment and Support Allowance (ESA)**
- **National Asylum Seeker Support** under part VI of the Immigration and Asylum Act 1999
- **A Guaranteed element of State Pension Credit.**

To check if you are entitled, you can:

- Apply online at www.leicester.gov.uk/your-council-services/education-lifelong-learning/grants/free-school-meals
- Call us on 0116 252 7009 and apply over the telephone. Please ensure that you have your National Insurance number available when you ring.
- Ask your school or any of the Council's Customer Service Centres for an application form.

Children with Special Educational Needs

All schools make provision to support children who have special educational needs. Some children have a Statement of Special Educational Needs (SEN) and many attend either a maintained school or a special school. If your child has a Statement of SEN, before indicating your preference for a school place, you may find it helpful to discuss the position with either the Casework Officer (Tel 0116 373 7527) or Parent Partnership Services (Tel 0116 257 5027). We would advise you to include a mainstream school amongst your preferences if your child is currently attending a mainstream infant school. Schools will seek to accommodate pupils with physical disabilities wherever possible. However, by their very nature some buildings are more suitable than others. Parents of children requiring wheelchair access should contact the individual school to check suitability. Leicester's Strategy for Change means that the needs of pupils with Special Educational Needs and Disabilities are taken into account when new schools are being built.

Transferring between schools

If your child has started school full time and you consider that there are strong and valid reasons for requesting a transfer to another school we recommend that you should try to work with your child's current school to resolve any issues that you may be concerned about. If the situation cannot be resolved satisfactorily you should contact the School Admissions Service (contact details on page 24). You will be asked to complete an internal Mid-Term School Transfer Request form and take it to your child's current school. We will process your application when we receive this form from the school. If admission is refused you have the right of appeal to an Independent Admissions Appeals Panel. Please bear in mind that changing schools can be a major disruption to your child's education and amongst other issues you should consider how your child will travel to the school.

Moving into the area

If you are moving into the City and are looking for a school place part way through the school year, or outside the normal transfer stage, please contact the admissions service (contact details are on page 24) to ask about school places.

Admission criteria for community and voluntary-controlled schools

Places will be allocated to pupils who have a statement of SEN which names the school as the appropriate provision.

If there are more places available at a school than there are applications, every child who wants a place at the school will be offered a place.

Where there are more applications for places than there are places available, priority will be given according to the oversubscription criteria set out in the table overleaf:

Over-subscription Admission Criteria for Community Junior Schools

Criterion	
1	Children in the care of a local authority. <i>(Previously known as Looked After Children)</i>
2	Children who are on the “list of children subject to child protection plans” and need to attend an alternative school to avoid the abuser. <i>(Previously known as on the Child Protection Register)</i>
3	Children who attend the designated linked infant school and whose parents name the junior school as one of their preferences.
4	Children who live in the Priority Area <i>(formerly catchment area)</i> for the school at the time of application and admission.
5	Children with a sibling (sister or brother) who will be attending the same school* but not the nursery. <i>(Sibling includes: step, foster or half brother/sister living at the same address.</i>
6	Children of parents/carers fleeing “Domestic Violence”. <i>(Subject to verification by a senior Social Worker or current City Council procedures for housing reallocation in cases of recognised domestic violence</i>
7	Other children

*“Same school” and link school includes linked infant and junior schools at Braunstone Frith, Humberstone, Inglehurst, Merrydale, Overdale and Uplands.

Tie Break

If the admission number is exceeded within criterion 3, priority will be given first to children who have siblings who will be attending the school at the time of admission of the applicant.

Within all other criteria, priority will be given to the children who live closest to the school. In the unlikely 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.

Distance will be measured on a straight line basis using a geographical information system which measures from the GEO CODE reference point for the child’s home address to the GEO CODE reference point for the school.

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.

How to check your priority area

All Community and voluntary controlled schools have priority areas. Your priority area is stated in your accompanying letter.

To check your priority area:

On-line:

- Go to www.leicester.gov.uk/admissions/
- Click on Schools Directory,
- Now search for the school you are interested in and view the priority area map.

Phone: The Schools Admissions Service on 0116 252 7009.

Explaining the Criteria for community and voluntary-controlled schools

Criteria 1 and 2 - Children in Public Care or with Child Protection Plans

Very few children are admitted under these criteria. If you believe your child is in public care or has a child protection plan please send us a letter from your child's social worker and/or advisory teacher confirming this. Please remember to put your child's full name and date of birth on any letters that you send to us.

Criterion 3 - Priority area

In previous years children applying from the priority area have normally gained a place at the priority area school, but this cannot be guaranteed.

Criterion 4 - Sibling

To qualify under 4 (sibling rule), a sibling must be a sister, brother, half brother or sister, adopted brother or sister, of the child of the parent/carer or partner. In every case the sibling must be living at the same address during the school week.

Criterion 5 - Religious convictions

This rule only applies to St Barnabas CE Voluntary Controlled Primary School. You will need a letter from your priest or religious leader and you must explain in writing your reasons.

Criterion 6 - Domestic violence

You must complete section 4 of the form and send us a letter from your social worker or case officer.

Criterion 7 - Other children are children who do not fall into the criteria above.

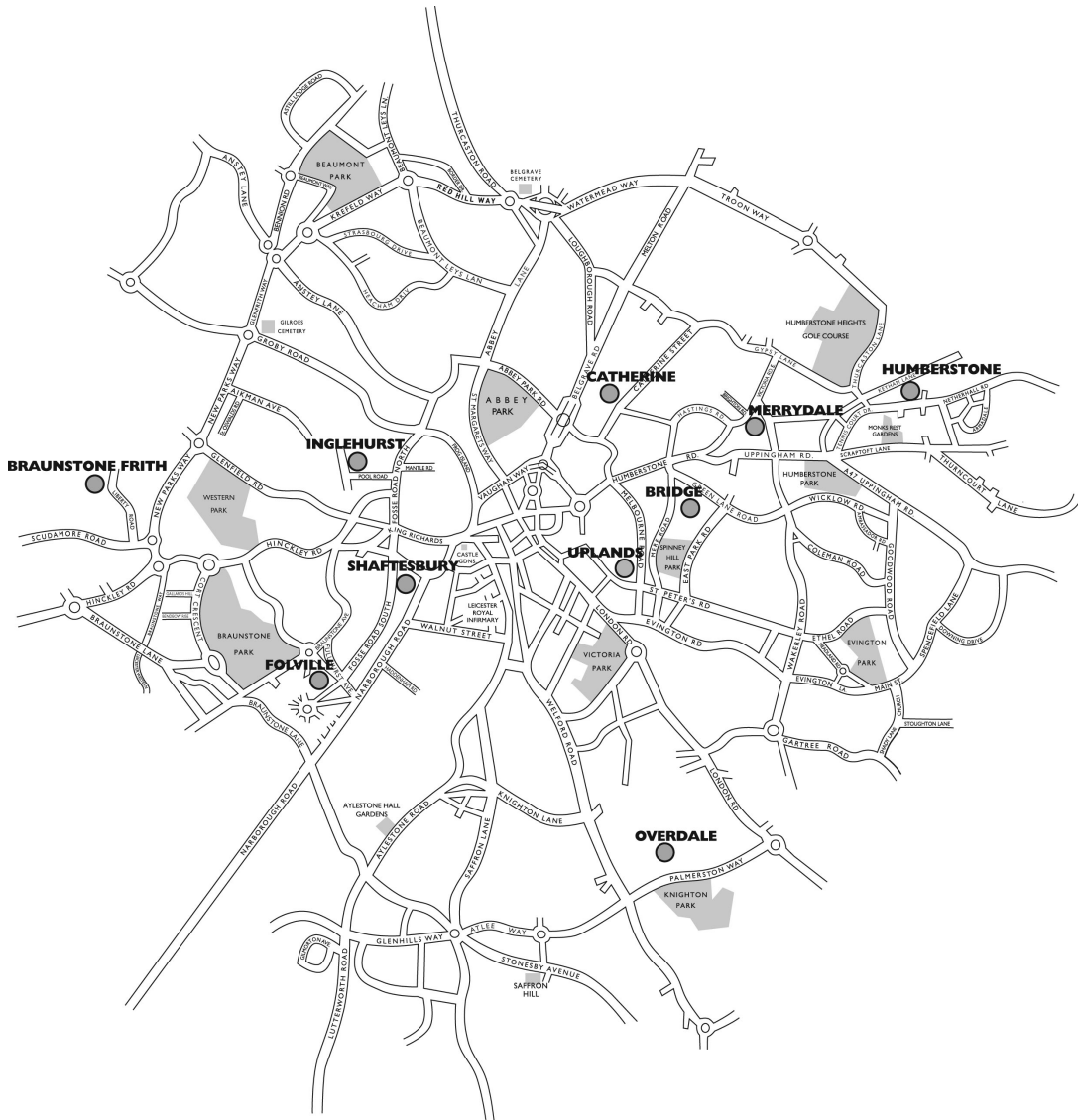
Junior Schools in the City of Leicester

School Information		
Braunstone Frith Junior School Headteacher: Mr W Taylor Cuffling Drive Leicester, LE3 6NF Tel: 0116 287 2488 Email: office@braunstonefrith-jun.leicester.sch.uk www.braunstonefrithjunior.com School Day: 8.50am – 3.15pm	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	75
	<i>Places Allocated to on time applicants last year</i>	53
Bridge Junior School Headteacher: Mr P Driver Mere Close Off Mere Road Leicester, LE5 3HH Tel: 0116 253 6092 Email: office@bridge.leicester.sch.uk Website: bridge.leicester.sch.uk School Day: 8.40am – 3.15pm	<i>Linked to Infant School?</i>	No
	<i>Admission Number</i>	90
	<i>Places Allocated to on time applicants last year</i>	85
Catherine Junior School and Community Centre Headteacher: Ms J Denning Brandon Street Leicester, LE4 6AZ Tel: 0116 262 5896 Email: office@catherine-jun.leicester.sch.uk Website : www.catherine-jun.leicester.sch.uk School Day : 8.50am – 3.25pm	<i>Linked to Infant School?</i>	No
	<i>Admission Number</i>	110
	<i>Places Allocated to on time applicants last year</i>	92
Folville Junior School Headteacher: Mr Bruce Wells Folville Rise Leicester LE3 1EE Tel: 0116 282 4368 Email: office@folville.leicester.sch.uk www.folville.leicester.sch.uk School day: 8.50am – 3.10pm	<i>Linked to Infant School?</i>	No
	<i>Admission Number</i>	90
	<i>Places Allocated to on time applicants last year</i>	90
Humberstone Junior School Headteacher: Miss Annemarie Williams Main Street, Humberstone Leicester, LE5 1AE Tel: 0116 276 7248 Email: sjohnstone@humberstone-jun.leicester.sch.uk www.humberstone-jun.leicester.sch.uk School Day: 8.55am-3.15pm Mon-Thur, 3.10pm Fri	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	90
	<i>Places Allocated to on time applicants last year</i>	86

Inglehurst Junior School (School has additional resources for moderate learning difficulties) Headteacher: Mr D Bullock Ingle Street Leicester, LE3 9FS Tel: 0116 262 4598 Email: office@inglehurst-jun.leicester.sch.uk Website: www.inglehurstjunior.org.uk School Day: 8.50am – 3.00pm	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	75
	<i>Places Allocated to on time applicants last year</i>	67
Merrydale Junior School Headteacher: Mrs C Mugglestone Claydon Road Leicester, LE5 0PL Tel: 0116 276 7708 Email: lthomas@merrydale-jun.sch.uk Website: www.merrydalejuniors.com School Day: 8.55am – 3.20pm	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	90
	<i>Places Allocated to on time applicants last year</i>	79
Overdale Junior School Headteacher: Mrs J Hart Eastcourt Road Leicester. LE2 3YA Tel: 0116 288 3736 Email: admin@overdale-jun.leicester.sch.uk Web: www.overdale-jun.leicester.sch.uk School Day: 8.55am – 3.20pm	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	90
	<i>Places Allocated to on time applicants last year</i>	88
Shaftesbury Community Junior School Headteacher: Mr K Stewart Latimer Street Leicester, LE3 0QE Tel: 0116 254 9203 Email: office@shaftesbury.leicester.sch.uk Website: www.shaftesbury.leicester.sch.uk School Day: 8.50am – 3.05pm	<i>Linked to Infant School?</i>	No
	<i>Admission Number</i>	60
	<i>Places Allocated to on time applicants last year</i>	57
Uplands Junior School Executive Headteacher: Dr T Luckcock Acting Headteacher: Mrs R Gatherum Melbourne Road Leicester, LE2 0DR Tel: 0116 253 8407 Email: office@uplands-jun.leicester.sch.uk Web: www.uplands-jun.leicester.sch.uk School Day : 8.55am – 3.10pm	<i>Linked to Infant School?</i>	Yes
	<i>Admission Number</i>	120
	<i>Places Allocated to on time applicants last year</i>	118

Apply on-line.....leicester.gov.uk/admissionsonline

MAP OF ALL THE JUNIOR SCHOOLS IN THE CITY OF LEICESTER



Apply on-line.....leicester.gov.uk/admissiononline

Special Schools in Leicester

Leicester City has four special schools for children of junior school age and a hospital school. Placements in special schools are normally only available for children who have statements of special educational needs. **Children cannot be admitted using the process described in this leaflet.**

If you need more information about statements of special educational needs or about the following special schools and the education they provide, **please contact the Special Education Service on 0116 373 7527.**

Ash Field School

Nether Hall School

Oaklands School

West Gate School

Children's Hospital School

Check List for your application:

Have you:

- Made sure that all addresses and postcodes on the form are correct?
- Checked that your child's date of birth is correct?
- Listed 3 schools in order of preference?
- Told us why you want each of your schools?
- Attached any documents needed to support your application?
- Signed the application form to declare that the information you have given is correct?

REMEMBER:
We must have received your application by
30 March 2012

Frequently asked questions

Q1 What happens if I apply after the closing date of 30 March 2012?

A1 Your application will be considered after those of people who applied on time. You may not get a place in the school you want.

Q2 What happens if I do not return my form or do not say which schools I want?

A2 We will not allocate a place for your child until after we have dealt with all other applications. Then we will allocate a place for your child at the nearest school to your child's home with places available. Your child may have to travel a considerable distance to school.

Q3 My child goes to an infant school where most children normally go to the nearby junior school. Will I automatically get a place there?

A3 No. Not automatically. You must apply on our application form. If there are more children applying for a school than there are places available we use the criteria printed in this leaflet to decide who should get a place. Although it is likely that you will be successful, it cannot be guaranteed.

Q4 What is considered as being the correct home address?

A4 The child's home address is defined on page 9 of this leaflet as where the child normally and permanently lives on a full-time basis, not a temporary address or the address of a carer or relative.

Throughout the process Leicester City Council reserves the right to investigate any address given on the application form.

You must inform us promptly if your address changes at any time as a different address may change your priority for a place when we apply the admission criteria. You must also inform your child's current school of the new address.

Q5 What happens if I give a false address on my application form or move home without telling the School Admissions Service?

A5 It is important that you provide us with truthful and accurate information. If you give us a false address or if you do not tell us when you move home we may withdraw the offer of a school place. You would then have to apply again when most schools will be full.

Q6 When will you let me know if I have the place in Year 3 that I want?

A6 We will write to you on w/c 7 May 2012. The letter will be sent by second class mail and we cannot guarantee how long the Royal Mail will take to deliver the letter. If we cannot offer a place at one of the junior schools where you have expressed a preference, we will offer a place in the nearest available school which has places available. This could be a primary school if that is the next nearest school with places available.

Contact us

You can find a Customer Care Centre in the following locations:

New Walk Centre Customer Care Centre Welford Place Leicester LE1 6ZG	Monday	8.30am – 5.00pm
	Tuesday	8.30am – 5.00pm
	Wednesday	8.30am – 5.00pm
	Thursday	8.30am – 4.30pm
	Friday	8.30am – 4.30pm

New Parks Customer Service Centre 321 Aikman Avenue Leicester LE3 9PW	Monday	8.30am – 5.00pm
	Tuesday	8.30am – 5.00pm
	Wednesday	8.30am – 4.30pm
	Thursday	8.30am – 5.00pm
	Friday	8.30am – 4.30pm

Saffron Lane Customer Service Centre 499 Saffron Lane Leicester LE2 6UQ	Monday	8.30am – 5.00pm
	Tuesday	8.30am – 5.00pm
	Wednesday	8.30am – 4.30pm
	Thursday	8.30am – 5.00pm
	Friday	8.30am – 4.30pm

Braunstone Customer Services The BRITE Centre Braunstone Avenue Leicester LE3 1LE	Monday	9.00am – 1.30pm 2.15pm – 5.00pm
	Tuesday	9.00am – 1.30pm 2.15pm – 5.00pm
	Wednesday	9.00am – 1.30pm 2.15pm – 5.00pm
	Thursday	9.00am – 1.30pm 2.15pm – 4.30pm
	Friday	9.00am – 1.15pm 2.15pm – 4.30pm

Charnwood Customer Services Merlyn Vaz Health & Social Care Centre 1 Spinney Hill Road Leicester LE5 3GH	Monday	8.30am – 5.00pm
	Tuesday	8.30am – 5.00pm
	Wednesday	8.30am – 5.00pm
	Thursday	8.30am – 4.30pm
	Friday	8.30am – 4.30pm

Leicester City Council School Admissions Service

Telephone: 0116 252 7009 **E-mail:** admissions.online@leicester.gov.uk

Address:

School Admissions Service, Leicester City Council, New Walk Centre, Welford Place, Leicester, LE1 6ZG