

2013 - 2014

Starting School

**A guide for Leicester parents, carers and children
about admission to infant and primary schools**



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 all aspects of school admissions including the secondary transfer process.

You can contact your Choice Advisor on:

0116 257 5026 or

choiceadvice@valonline.org.uk or

www.parentpartnershipleicester.org.uk or

www.facebook.com/choiceadvice

Your Choice Advisor 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 to find other information about schools
- Providing information and advice on the admissions appeals process
- Arranging translation and interpretation services if needed

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

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

Foreword

Starting school is a very important time for your son or daughter and for your family as a whole. I understand that it's a time of excitement and a time of some anxiety. I am committed to doing everything that I can to make sure that your child experiences school as a happy place; a place where they can thrive and learn. I know to achieve this, we need to work together; you as parents; school staff and governors; and staff at the Leicester City Council.



The job of deciding which of Leicester's schools is the right one for your child is a very important one. The booklet is intended mainly for parents of children who are about to start full time school but parts of it will be useful for parents with older children, who are moving into the area. It is important to mention that even if your child attends a nursery at a Leicester City school or a pre-school group, you will still need to apply for a full-time school place.

We at Leicester City Council are rightly proud of the schools in the city. We share with them a commitment to both improving children's experience of going to school and to releasing the potential of all Leicester's children. We have a very strong commitment to equality of opportunity for all learners and believe that children are entitled to the highest standard of education. I strongly urge you to visit the schools you are considering and obtain their prospectus; this will help you to make your decision.

Our schools will strive to give your child the best possible education, but you, as a parent, also have a key role to play in supporting your child to learn. It is very important that you work closely with the school so that you can play your part to the full and make sure that your child gains the maximum benefit from attending school.

Although you can apply for a place using the paper application form in this booklet I would encourage you to apply online if possible. The online system helps us to process your application more speedily but more importantly allows you to revise your application as many times as you wish up to the deadline date. In addition you can be sure that your online application has been received by the Admissions Service. If you wish to apply online but do not have computer access at home then you can use the facilities in your local library or Multi Access Centre free of charge.



Rachel Dickinson
Strategic Director, Children
Leicester City Council

Are you entitled to **FREE** school meals?

CALL NOW



If you are receiving **Child Benefit** and one of the benefits listed below you **MAY** be entitled to claim free school meals:

Income Support ■ Income Based Job Seekers Allowance ■ NASS ■ Guaranteed Element of Pension Credit ■ Income related Employment Support Allowance ■ Child Tax Credit ONLY (not Working Tax Credit), with a GROSS annual income as assessed by the HMRC that does not exceed £16,190.

Please note Universal Tax Credits are due to replace many current benefits from October 2013

Collect an application form from your child's school ■ Visit Customer Services, New Walk Centre, Leicester ■ Call Client Services on:

0116 252 7009 or visit:
www.leicester.gov.uk/freeschoolmeals



Leicester City Council

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Timetable for choosing an infant/primary school

Date	Event
w/c 5 November 2012	Letters and "Starting School" booklet sent to parents. Booklets contain an application form
Nov 2012 - Jan 2013	Parents seek advice and visit schools
15 January 2013	APPLICATIONS DEADLINE
w/c 15 April 2013	ALLOCATION DAY for on time applications
June/July 2013	Admission Appeals

Apply online for a school place

If you live in Leicester and your child is due to enter the Reception class in 2013 - 2014 you can apply online at

www.Leicester.gov.uk/admissionsonline

- To get started you will need a Unique Identification Number (UID). This should be stated on the accompanying letter. Alternatively you can contact the Admissions Service on 0116 252 7009
- You can apply at any time before midnight on 15 January 2013
- Applying online is quick, safe and secure
- Remember to **SUBMIT** your application
- You can make changes to your application up to the closing date of midnight on 15 January 2013 (remember to **re-submit** your application if you make any changes)
- You can opt to receive an e-mail to inform you of the result of your application
- You can view your online application at any time up to the closing date, but you can only view it online if you have applied online
- On the offer day you can log into your account and see which school you have been offered. Paper applications will have to wait for a letter

It is important to keep a record of your Unique Identification Number, User Name and Password to be able to make modifications to your application should you wish to. You may find it helpful to record them below for safe keeping.

Unique Identification Number:

User Name:

Password:

If you do not have a computer at home you can use a computer free of charge in your local library or one of the Multi Access centres.

Important facts about the application process

When should I apply?

You should apply for a full time primary school place for the 2013-2014 school year if your child was born between 1 September 2008 and 31 August 2009. The primary application deadline is 15 January 2013. You will be sent an application form in November 2012. **Please note that even if your child attends a nursery at a City school you must still apply for a Reception place. In addition, attendance at a nursery does not guarantee a place in the Reception class of a school.**

When will my child start primary/infant school?

In Leicester all children start full time school in September. When you have been offered your child's school place contact the school to discuss admission arrangements.

Infant class size and examples of class organisation

It is against the law for children in Reception classes and years 1 and 2 to be taught in a class of over 30 pupils. This legislation will be taken into account when appeals are heard.

The majority of schools in Leicester are able to organise classes of 30 for all Reception, Year 1 and Year 2 children, however, in some cases a school's admission number may

initially only allow for pupils to be in classes smaller than 30 or for mixed Nursery and Reception classes, but as the children progress through the school in Years 1 and 2, classes then are organised in groups of 30.

Example 1 - Admission Number of 45.

In Reception, the 45 pupils are arranged in three classes containing up to 15 Reception children and 15 Nursery children (the nursery children are not included in the Admission Number).

In the next academic year, Year 1 and 2 (45 Year 1 + 45 Year 2 = 90 pupils) are organised into three classes of 30 pupils each. Therefore if another child were admitted to Reception one of those classes would then have 31 pupils, breaching the Infant Class Size limit.

Example 2 - Admission Number of 75.

In Reception, the 75 pupils are arranged in three classes of 30 (one of those classes contains up to 15 nursery children who are not part of the Admission Number).

In the next academic year, Year 1 and 2 (75 Year 1 + 75 Year 2 = 150 pupils) are organised into five classes of 30 pupils each. Therefore if another child were admitted to Reception, one of those classes would then have 31 pupils, breaching the Infant Class Size limit.

Delaying school entry

Legally a child does not have to be educated until the term after the 5th birthday. Delaying your child's entry into school is called 'deferred entry'. You can request this, but your child must start before the end of the school year during which your child turns 5. Please apply for a place for your child in the normal way. You can also request that your child takes up the place part-time until they reach the statutory school age.

How do I decide which schools to apply for?

You can:

- arrange to visit the school(s) you are interested in,
- read the school prospectus and website,
- view academic results and the school profile at www.schoolsfinder.direct.gov.uk
- contact the Office for Standards in Education (Ofsted) on www.ofsted.gov.uk or 0845 640 4045,

- consider transport arrangements to the school (see page 23).

The accompanying letter states your catchment area school, but your child is not guaranteed a place there. You will only be considered for a place at your catchment area school if you include it as one of your preferences.

Types of schools

The responsibility for making decisions about who qualifies for a school place depends on the type of school.

Community and Voluntary Controlled Schools

These schools follow Leicester City Council admission criteria. If you wish to apply to a community or voluntary controlled school you should apply using the application form in this booklet or apply online.

Academies, Voluntary Aided (VA) and Free Schools

The governing bodies of these schools set and publish their own admission criteria.

If you want to apply to one of these schools you should apply using the form in this booklet or online. In addition, if you are applying for one of the following schools, you will also need to complete a supplementary information form.

- Christ the King Catholic Primary School
- Holy Cross Catholic Primary School
- Hope Hamilton C of E Primary School
- Sacred Heart Catholic Voluntary Academy
- St John the Baptist C of E Primary School
- St Joseph's Catholic Voluntary Academy
- St Patrick's Catholic Primary School
- St Thomas More Catholic Voluntary Academy
- The Samworth Enterprise Academy
- Krishna-Avanti Primary School
- Queensmead Primary School

You can obtain copies of supplementary information forms from the schools which you will then need to submit direct to the school. See page 12

How to check your catchment area

All Community and Voluntary Controlled schools have catchment areas.

Your catchment area should be stated in the accompanying letter. (Please see notes on page 14 regarding our advice on including your catchment area school as one of your preferences).

Catchment areas can also be viewed 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 catchment area map. or phone the Schools Admissions Service on 0116 252 7009.

How do I make an application?

The following information explains how to make an application.

It is very important that we receive your application on or before **15 January 2013**.

You are less likely to be offered a school you want if your application is late.

If you live in Leicester you must use our Application Form contained in the back of this booklet or apply online.

We ask you:

- your child's name, date of birth and current address,
- your name and contact details and your relationship to your child,
- the name of the schools you want to apply for,
- if your child has a Statement of Special Educational Needs or is in, or has been in, public care,
- to confirm that the information that you have provided is correct.

Getting Help

You will find help on our web site www.Leicester.gov.uk/admissions or by phoning the helpline on 0116 373 7433 - you can also talk to a Choice Advisor - see page 2.

Paper form

If you prefer to apply using the paper form (in this booklet) you can return it with the SAE provided with your application pack. Please remember to allow enough time for the postal service to deliver it by **15 January 2013**.

We co-ordinate admissions with other local authorities which means that you can apply to any school in England.

Leicester City residents

All parents and carers of children who live in Leicester must fill in the Leicester City application form (either online or on the paper copy sent with this booklet). You are advised to list up to three schools in order of preference (please see page 19 for further details of how we process your application). These schools can be in Leicester or in any other Local Authority in England.

Non-Leicester City residents

If your child does not live in Leicester City you must contact your Local Authority (LA) to request an application form (your Local Authority is the one you pay your Council tax to).

The contact phone number of our neighbouring authority,

Leicestershire County Council is 0116 305 6684, website: www.leics.gov.uk

You must list the schools you wish to apply for on your Local Authority's form and they will let us know if you have listed any schools in Leicester City.

Your Local Authority will process your application and will write to you on or around **15 April 2013** to let you know at which school your child has been offered a place, regardless of where the school is located.

Neighbouring Local Authority

Leicestershire County Council: 0116 305 6684
www.leics.gov.uk

Get your application in on time!

It is your responsibility to ensure that your application is received by us by the **closing date of 15 January 2013**

If we receive your application after **15 January 2013**, we will treat it as late and deal with your application after those we received on time. If we receive your application late, you are less likely to be offered a place at a school you have listed.

It is your responsibility to ensure that your form is returned by the closing date of **15 January 2013**. 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.

Changing your application information

If you wish to make changes to your application, your new application will only be considered as on time if you submit it before the deadline of **15 January 2013**. If you change your preferences after the closing date, and it alters the ranking of your preferences, this will be dealt with as a late application.

A change submitted after that date will only be accepted as being on time if there is a genuine reason for doing so - e.g. if there has been a recent unplanned change of address. Proof of this will be required.

If you apply online you are free to make changes online at any time until the application deadline of **15 January 2013**. You must ensure that any changes made are resubmitted so that your application remains valid. If you wish to make changes to your online application after the closing date then you can do so by contacting the admissions team in writing (contact details are on the back cover) or by submitting a paper application form.

Supplementary Information Forms

In addition to our application form, if you are applying to a Voluntary-Aided school, Academy or Free School you should complete a supplementary information form. This is used by the school to consider the application for your child, against the admissions criterion for the school. Forms are available direct from the schools or from our website: www.leicester.gov.uk/school-admissions.

All supplementary information forms must be returned to the relevant school by **15 January 2013**. The supplementary information form is not an application form but is an important part of the process.

Completing the application form

Section 1 - Pupil details

Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can assess your application accurately. It is essential that this information is correct; please let us know if it is not. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place.

The address of your child shown on your application when you submit it to 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 -

15 January 2013.

The home address is the address the child resides in at the time of application and at the time of admission i.e. the start of the Autumn 2013 school term, 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 Catchment 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

You can list three schools you would like your child to attend in order of preference. You can select any Leicester City school in this booklet or any school you wish to apply to in England. We 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 schools have received more applications than there are places available. There is no advantage gained by including the same school more than once as we can only process one application per child per school. We would recommend that you include your catchment area school as one of your preferences. **If you do not include your catchment area school and we cannot offer any of your preferences, and if your catchment area school is full, we would then have to offer an alternative school some distance from your home.**

Section 3 - Your child's educational history

Please inform us if your child has a statement of special educational needs (see page 24)

Section 4 - Household information

It is important that this information 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.

Brothers and sisters (siblings)

It is important to show on the form if an older brother or sister will be attending the school when the child you are applying for starts school. This rule also applies if you are applying for an infant school place and your child has an older brother or sister in the adjacent junior school:

- Braunstone Frith Infant and Braunstone Frith Junior schools
- Catherine Infant and Catherine Junior schools
- Humberstone Infant and Humberstone Junior schools

- Inglehurst Infant and Inglehurst Junior schools
- Merrydale Infant and Merrydale Junior schools
- Overdale Infant and Overdale Junior schools
- Uplands Infant and Uplands Junior schools

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 a cousin does not qualify as a 'sibling', nor does a brother or sister attending the nursery.

If you are including a Voluntary Aided, Academy or Free School among your preferences, you may wish to check their definition of sibling.

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 deliberately given any false information. The form must be signed by a person with legal responsibility for or care of the child.

False information

If you deliberately give false information, you must expect the offer of a school place to be withdrawn.

Leicester City Council, as a responsible admitting authority, reserves the right to verify any address given as the child's permanent address, in order to ensure that it is allocating places appropriately and fairly.

Don't forget that if you are including a Voluntary Aided School, Free School or Academy amongst your preferences you also need to complete a Supplementary Information Form and return it directly to the school.

Applying after the closing date

After the closing date any new applications must be submitted using a paper application form. The online facility is not available after the closing date.

Moving House

If your family is in the process of moving house you must still apply by the closing date - **15 January 2013**, giving your child's current address (at the time of application) in order for your application to be considered. If you have not yet moved to Leicester, you must still apply via your home Local Authority by **15 January 2013**.

If you move before we send out the allocation letters on **15 April 2013**, you must inform us and send evidence of your new address so that we can make sure that your allocation is correct. If you change address and as a consequence this benefits your application, we may ask to see proof to show that you are a genuine resident. We need this information to prevent places being gained by fraud. Admission Authorities have the right to withdraw the offer of a school place up to one term after admission, if it is shown that it was obtained on the basis of a fraudulent or deliberately misleading application.

We do not accept informal accommodation arrangements with family or friends unless there are very special circumstances for which we will need to see supporting proof. We need to see the end of tenancy or proof of sale of the original property and tenancy agreement for the new property or proof of purchase for the new property; for example 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.

If you move into the city and cannot show proof as above, the residency will be calculated using the furthest point to the city boundary from the school applied for.

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 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 in the following order:

Community School Over-subscription Criteria

Criterion

- 1 Children in the care of a Local Authority or who were previously in the care of a Local Authority.

- 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.

- 3 Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their application and admission. Siblings must be attending the same school or linked Junior Schools but not nursery.

- 4 Other children living in the catchment area at the time of application and admission.

- 5 Children who do not live in the catchment area served by the school but have brothers or sisters attending the school at the time of their admission. Siblings must be attending the same school or linked Junior Schools but not nursery.

- 6 Children whose parents are basing their applications on religious convictions. *(NB this rule is only used for St Barnabas C of E Primary School - voluntary controlled).*

- 7 Children of parents/carers fleeing "Domestic Violence". *(Subject to verification by a senior Social Worker or current City Council procedures for housing reallocation in cases of recognised domestic violence).*

- 8 Other children whose parents have requested a place.

- 9 Children whose parents did not request a place by the closing date.

Tie Break

If the admission number is exceeded within any Criterion priority will be given to the children who live closest to the school. Distance will be 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.

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.

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 we process your application

We treat each of your preferences as a separate application, regardless of the order you have listed them in, and work out how well you qualify for each school using the admission criteria.

Community schools

If schools receive more applications than they have places available, we use the over subscription criteria (see page 17) to decide to whom we can offer a place. Places are allocated to those who best meet the published admission criteria.

Voluntary-aided schools, Academies and Trust schools outside Leicester

If you have listed a Voluntary-Aided school, an Academy or a Trust school outside Leicester, we will send your details to the school or the appropriate Local Authority. Voluntary-Aided schools, Academies and Trust schools are responsible for their own admissions. If a school receives more applications than they have places available, the governors will use their published admission criteria to decide how to allocate places. The other Local Authority will then tell us if they can allocate your child a place. The order of your preferences is confidential between you and us. Schools do not use the preference information when they apply their admission criteria.

One offer of a school place for each child

- If your child qualifies for a place at more than one of the schools you have asked for, we will look at the preferences you gave the schools (1, 2 or 3) and offer the highest preference school at which your child has qualified for a place. Lower preferences will be withdrawn
- If your child qualifies for a place at only one of the schools on your list, we will offer a place at that school

The order of your preferred schools does not affect how the admission criteria are applied to your application. Your application gives you the opportunity to make three separate applications, each of which will be processed and the published admission criteria will be applied equally to each application. We only look at your preferences (1, 2 and 3) if your child qualifies for a place at more than one school.

If you put a second or third preference, this will not jeopardise your chance of getting your first preference.

Example of how the preference system works

First preference school	Child did not qualify	School place refused Applicant can appeal
Second preference school	Child did qualify	School place offered
Third preference school	Child did qualify	Preference is no longer required so application is withdrawn

Acknowledgement from us

The council will acknowledge all applications it receives within two weeks. This will state the ranking order of your schools and you should check this to make sure it is correct.

Please note if you do not get an acknowledgement letter or e-mail it means that we have not received your application, or it has been processed using an old address. You must get an acknowledgement to be sure your application has been considered by us, even if you have hand-delivered, sent your application by Recorded or Special Delivery or given it to a school. If you do not get this acknowledgement letter at least one week before the closing date, please contact us as soon as possible on 0116 252 7009.

Letting you know

Leicester City Residents

If you have applied on time we will post a letter to you on or around 15 April 2013 (by 2nd class post) informing you at which school we have offered your child a place. The Royal Mail cannot guarantee when letters will be delivered. If you have not received a letter by 23 April 2013, please contact us on 0116 252 7009 and we will send a copy of the offer letter to you.

Online applicants will be notified by e-mail on the offer day provided they have requested this facility on their application. They can also log onto the system from this date. Consequently these applicants receive their information before applicants who submit paper applications. This is another reason why we advise you to apply online if you can.

Please note we will **not** disclose over the telephone which school you have been offered.

Non Leicester City Residents

If you live outside Leicester City your own Local Authority will write to you to offer you a school place.

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

If we have refused your child a place at a school, you will receive a letter which explains that you can appeal against the decision, and that your child's name will be placed on a waiting list. We will also offer you an alternative school place.

Waiting Lists

Community schools

We cannot always offer you a place at one of your preferred schools. If this is the case we will place your child's name on a waiting list for any community school you listed on your application form where a place has been refused. (Voluntary-aided, Academies and Free schools hold their own lists and you should contact them directly).

You can accept the place we have offered and still go on the waiting list for other schools.

During the period your child's name is on a waiting list, if a place becomes available at a school it will be offered to the child in first position on the waiting list who best meets the published admission criterion for the school.

Leicester City Council has in place a Fair Access Protocol which ensures that children to whom the protocol applies without a school place take precedence over children on a waiting list.

It is important to remember that your child can move up the waiting list (for example, if other children higher on the list are offered places) or down the list (for example, if children who meet the published admission criterion better than your child are placed on the list).

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. We will send you information about how to appeal when we write to you on or around the 15 April 2013.

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.

Home to school transport

Most parents choose a school for their child within walking distance of their home. The walking distance is given, in law, as three miles for children aged eight and over. We measure the distance by the shortest available route.

There may be exceptions to this if the council decides the route to school is dangerous for an accompanied child to walk, or if your child is entitled to Free School Meals or you are in receipt of the maximum entitlement of Working Tax Credit.

Nearest suitable school

If your child is attending school full-time, but has no school within walking distance of your home where we can make suitable arrangements for them to attend, we will help with transport to the nearest suitable school.

We issue bus passes where appropriate and we arrange special contract transport if public transport is not available. If you choose to send your child to a school which is further away, even though we can make suitable arrangements for your child to attend at a school within walking distance, we will not normally provide help with transport. However, if your child is entitled to Free School Meals, or you are in receipt of the maximum entitlement of Working Tax Credit, the walking distance will remain at two miles until your child moves to Secondary School.

Please remember that if your entitlement to Free School Meals or the highest level of 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.

Medical Transport

Transport may be given on medical grounds, if the request is supported by medical evidence. If your child is not entitled to free transport, you are responsible for making travel arrangements to and from school.

Changes to home to school transport

Please note that the Council is consulting in the Autumn Term on changes to

discretionary transport to Voluntary Aided Schools. This means that transport to those schools may be affected from September 2013. You can view the changes by visiting www.leicester.gov.uk/consultations

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 primary school place, you will find it helpful to discuss the position with either the Casework Officer - Tel 0116 252 7834 - or Parent Partnership Services - Tel 0116 257 5027.

We would advise you to include a mainstream primary school amongst your preferences if your child is currently attending a mainstream nursery 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 would recommend that you 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 can be found on the back cover).

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.

Primary/Infant schools in Leicester

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Mr T Foster Abbey Primary Community School 109, Ross Walk, Leicester LE4 5HH Tel: (0116) 266 1809 Fax: (0116) 261 1543 E-mail: office@abbey.leicester.sch.uk www.abbey.leicester.sch.uk	90	YES	see Pg 17
Mr J McGowan Alderman Richard Hallam Primary School Avebury Avenue, Leicester LE4 0FQ Tel: (0116) 262 4003 Fax: (0116) 253 0328 E-mail: office@aldermanrichard.hallam.leicester.sch.uk	90	YES	see Pg 17
Mrs N Kandola Avenue Primary School Avenue Road Extension, Leicester LE2 3EJ Fax & Tel: (0116) 270 8326 E-mail: office@avenue.leicester.sch.uk www.avenue.leicester.sch.uk	75	NO	see Pg 17
Mr K Lacey Barley Croft Primary School (School with unit for speech and language - up to year 3 only) Malham Close, Leicester LE4 0UT Tel: (0116) 235 9008 Fax: (0116) 235 3497 E-mail: office@barleycroft.leicester.sch.uk	45	NO	see Pg 17
Ms D Solla Beaumont Lodge Primary School Astill Lodge Road, Leicester LE4 1DT Tel: (0116) 236 6925 Fax: (0116) 236 6823 Email: office@beaumontlodge.leicester.sch.uk	30	NO	see Pg 17
Mrs E Miller Belgrave St. Peter's C of E Primary School (Aided) Thurcaston Road, Leicester LE4 5PG Tel: (0116) 266 5790 Fax: (0116) 268 0511 Email: admin@belgrave.leicester.sch.uk	30	YES	Page 37
Ms J Mahil Braunstone Community Primary School (School with additional resources for moderate learning difficulties (KS1 only) Cort Crescent, Leicester LE3 1QH Tel: (0116) 285 8130 Fax: (0116) 254 7704 E-mail: abowles@braunstone.leicester.sch.uk	60	YES	see Pg 17

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Mrs A Smith Braunstone Frith Infant School * Liberty Road, Leicester LE3 6NN Tel: (0116) 287 2487 Fax: (0116) 287 4020 Email: office@braunstonefrith-inf.leicester.sch.uk	75	YES	see Pg 17
Mr K Judd Buswells Lodge Primary School Beauville Drive, Leicester LE4 OPT Tel: (0116) 235 2129 Fax: (0116) 234 1550 Email: office@buswellslodge.leicester.sch.uk	60	NO	see Pg 17
Ms K Harris Caldecote Community Primary School Hallam Crescent East, Leicester LE3 1FF Tel: (0116) 282 4482 Fax: (0116) 240 5840 Email: office@caldecote.leicester.sch.uk	60	NO	see Pg 17
Mrs N Basson Catherine Infant School Ulverscroft Road, Leicester LE4 6BY Tel: (0116) 262 5422 Fax: (0116) 251 1636 Email: office@catherine-inf.leicester.sch.uk	110	NO	see Pg 17
Mr A Bahadur Charnwood Primary School Nedham Street, Leicester LE2 0HE Tel: (0116) 251 6574 Fax: (0116) 253 9564 Email: office@charnwood.leicester.sch.uk www.charnwood.leicester.sch.uk	60	YES	see Pg 17
Mr M Fitzwilliam Christ The King Catholic Primary School (Aided) Glenfield Road, Leicester LE3 6DF Tel: (0116) 285 7261 Fax: (0116) 254 0896 Email: office@christtheking.leicester.sch.uk	50	YES	See Pg 35
Mr N Bruen Coleman Primary School Gwendolen Road, Leicester LE5 5FS Tel: (0116) 249 0109 Fax: (0116) 273 3419 Email: office@coleman.leicester.sch.uk	90	NO	see Pg 17
Mrs C Moss Dovelands Primary School Hinckley Road, Leicester LE3 0TJ Tel: (0116) 285 7716 Fax: (0116) 255 8558 Email: office@dovelands.leicester.sch.uk www.dovelands.leicester.sch.uk	70	YES	see Pg 17

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Mrs J Griffin Evington Valley Primary School Evington Valley Road, Leicester LE5 5LL Tel: (0116) 273 6971 Fax: (0116) 273 3461 Email: admin@evingtonvalley.leicester.sch.uk www.evingtonvalley.leicester.sch.uk	45	YES	see Pg 17
Ms S Morrison Eyres Monsell Primary School Simmins Crescent, Leicester LE2 9AH Tel: (0116) 277 3855 Fax: (0116) 273 8761 Email: office@eyresmonsell.leicester.sch.uk www.eyresmonsell.leicester.sch.uk	30	NO	see Pg 17
Mrs K J Cane Forest Lodge Primary School Charnor Road, Leicester LE3 6LH Tel: (0116) 287 1220 Fax: (0116) 287 4590 Email: office@forestlodge.leicester.sch.uk	60	NO	see Pg 17
Mr R Stone Fosse Primary School Balfour Street, Leicester LE3 5EA Tel: (0116) 251 9261 Fax: (0116) 251 2841 Email: office@fosse.leicester.sch.uk	45	YES	see Pg 17
Mr M Dix Glebelands Primary School Chancel Road, Leicester LE4 2WF Tel: (0116) 234 0010 Fax: (0116) 235 7515 Email: office@glebelands.leicester.sch.uk www.glebelands.leicester.sch.uk	40	NO	see Pg 17
Mr P Fowler Granby Primary School Granby Road, Leicester LE2 8LP Tel: (0116) 283 2013 Fax: (0116) 229 8162 Email: office@granby.leicester.sch.uk www.granby.leicester.sch.uk	60	YES	see Pg 17
Mrs T Lower Green Lane Infant School Spinney Hill Road, Leicester LE5 3GG Fax & Tel: (0116) 262 7050 Email: office@greenlane.leicester.sch.uk www.greenlane.leicester.sch.uk	90	YES	see Pg 17

* Consultation has taken place to create an all-through Primary school from Sept. 2013



Headteacher	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Postal Address Telephone, Fax, Email & Web Mrs Gillian Blatherwick Hazel Community Primary School Hazel Street, Leicester LE2 7JN Tel: (0116) 233 8411 Fax: (0116) 233 4591 Email: office@hazel.leicester.sch.uk	45	NO	see Pg 17
Mr L Venning Heatherbrook Primary School Astill Lodge Road, Leicester LE4 1BE Tel: (0116) 235 7721 Fax: (0116) 234 1262 Email: office@heatherbrook.leicester.sch.uk	30	NO	see Pg 17
Mr U Patel Herrick Primary School Lockerbie Avenue, Leicester LE4 7NJ Tel: & Fax: (0116) 266 5656 Email: office@herrick.leicester.sch.uk www.herrick.leicester.sch.uk	50	NO	see Pg 17
Mrs J Ridgewell Highfields Primary School Pluto Close, Leicester LE2 0JU Tel: (0116) 253 1382 Fax: (0116) 262 1651 Email: office@highfields.leicester.sch.uk www.highfields.leicester.sch.uk	40	NO	see Pg 17
Miss J Christy Holy Cross Catholic Primary School (Aided) Stonesby Avenue, Leicester LE2 6TY Tel: (0116) 283 3135 Fax: (0116) 222 3615 Email: office@holycross.leicester.sch.uk	30	YES	See Pg 38
Mrs J Farnell Hope Hamilton C of E Primary School (Aided) Sandhills Avenue, Leicester LE5 1LU Tel: (0116) 276 6121 Fax: (0116) 276 6122 Email: office@hopehamilton.leicester.sch.uk www.hopehamilton.leicester.sch.uk	45	YES	See Pg 40
Ms M Fox Humberstone Infant School Main Street, Humberstone, Leicester LE5 1AE Tel: (0116) 276 7648 Fax: (0116) 276 5860 Email: office@humberstone-inf.leicester.sch.uk	90	NO	see Pg 17
Ms J Pickering Imperial Avenue Infant School Imperial Avenue, Leicester LE3 1AH Tel: (0116) 282 4503 Fax: (0116) 282 7457 Email: office@imperialavenue.leicester.sch.uk	60	YES	see Pg 17

Headteacher	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Postal Address Telephone, Fax, Email & Web Ms K Parsons Inglehurst Infant School Ingle Street, Leicester LE3 9FS Tel: (0116) 262 2479 Fax: (0116) 262 2479 Email: office@inglehurst-inf.leicester.sch.uk	75	YES	see Pg 17
Mrs J Higgins Kestrels' Field Primary School Maidenwell Avenue, Hamilton, Leicester LE5 1TG Tel: (0116) 246 1732 Fax: (0116) 246 3850 Email: admin@kestrelsf.leicester.sch.uk	60	YES	see Pg 17
Mrs J Barrett King Richard III Infant and Nursery School Andrewes Street, Leicester LE3 5PE Tel: (0116) 262 1905 Fax: (0116) 242 2236 Email: office@kingrichards.leicester.sch.uk www.kingrichards.leicester.sch.uk	60	YES	see Pg 17
Mrs H Tarokh Knighton Fields Primary School Knighton Fields Road West, Leicester LE2 6LG Tel: & Fax: (0116) 233 0666 Email: office@knightonfields.leicester.sch.uk www.knightonfields.leicester.sch.uk	30	YES	see Pg 17
Mr C Spall - Principal Krishna-Avanti Primary School (Free School) Spencefield Lane, Leicester LE5 6HN Tel: (0116) 241 9880 Email: info@krishna-avanti-leicester.org.uk www.krishna-avanti-leicester.org.uk	60	NO	see Pg 41
Mr Z Mohammed Linden Primary School Headland Road, Leicester LE5 6AD Tel: (0116) 273 8435 Fax: (0116) 273 0824 Email: office@linden.leicester.sch.uk	60	NO	see Pg 17
Mrs C Stretton Marriott Primary School Marriott Road, Leicester LE2 6NS Fax & Tel: (0116) 283 2433 Email: office@marriott.leicester.sch.uk 14:45	45	NO	see Pg 17
Mr G Millinship Mayflower Primary School Evington Drive, Leicester LE5 5PH Tel: (0116) 273 7504 Fax: (0116) 273 7801 Email: office@mayflower.leicester.sch.uk	60	YES	see Pg 17

Headteacher

Postal Address

Telephone, Fax, Email & Web

Admission Number Was this school oversubscribed last year? Admission Criteria

Kathryn Falconer Medway Community Primary School St Stephen's Road, Leicester LE2 1GH Tel: (0116) 254 4811 Fax: (0116) 254 3738 Email: office@ medway.leicester.sch.uk	60	NO	see Pg 17
Ms K Hammond Mellor Primary School Clarke Street, Leicester LE4 7QN Tel: (0116) 294 6098 Fax: (0116) 261 1946 Email: office@ mellor.leicester.sch.uk www.mellor.leicester.sch.uk	90	NO	see Pg 17
Mark Tipple-Johnson Merrydale Infant School Claydon Road, Leicester LE5 0PL Tel: (0116) 276 7593 Fax: (0116) 276 1116 Email: office@ merrydale-inf.leicester.sch.uk	90	NO	see Pg 17
Mr A Owens Montrose Primary School Wigston Lane, Aylestone, Leicester LE2 8TN Tel: (0116) 283 2328 Fax: (0116) 283 9069 Email: office@ montrose.leicester.sch.uk www.montrose.leicester.sch.uk	60	YES	see Pg 17
Ms D Fritche Mowmacre Hill Primary School Tedworth Green, Leicester LE4 2NG Tel: (0116) 235 6350 Fax: (0116) 236 4687 Email: office@ mowmacrehill.leicester.sch.uk	45	NO	see Pg 17
Mr M Cosgrove Northfield House Primary School Northfield Road, Leicester LE4 9DL Tel: (0116) 276 7761 Fax: (0116) 274 2060 Email: office@ northfieldhouse.leicester.sch.uk	50	NO	see Pg 17
Ms P Maksymiw Overdale Infant School Eastcourt Road, Leicester LE2 3YA Tel: (0116) 288 2724 Fax: (0116) 257 0323 Email: office@ overdale-inf.leicester.sch.uk	90	YES	see Pg 17
Ms C Evans Parks Primary School New Parks Crescent, Leicester LE3 9NZ Tel: (0116) 287 2414 Fax: (0116) 287 7008 Email: office@ parks.leicester.sch.uk	45	NO	see Pg 17

Headteacher

Postal Address

Telephone, Fax, Email & Web

Admission Number Was this school oversubscribed last year? Admission Criteria

Mr A Clarke Queensmead Community Primary School Winstanley Drive, Leicester LE3 1PF Tel: (0116) 285 8518 Fax: (0116) 255 4696 Email: office@ queensmead-jun.leicester.sch.uk	60	YES	see Pg 17	<i>Due to convert to an Academy on 01:11:12. Please see school's website for details.</i>
Mr S Jones Rolleston Primary School Hillsborough Road, Leicester LE2 9PT Tel: (0116) 278 2300 Fax: (0116) 277 3262 Email: office@ rolleston.leicester.sch.uk	60	NO	see Pg 17	
Mrs J Virk Rowlatts Hill Primary School Balderstone Close, Leicester LE5 4ES Tel: (0116) 276 8812 Fax: (0116) 276 4346 Email: office@ rowlattshill.leicester.sch.uk www.rowlattshill.leicester.sch.uk	45	NO	see Pg 17	
Mrs D Bailey Rushey Mead Primary School Gipsy Lane, Leicester LE4 6RB Tel: (0116) 266 1114 Fax: (0116) 261 2920 Email: office@ rusheymead-pri.leicester.sch.uk	60	NO	see Pg 17	
Mr G A Hirst Sacred Heart Catholic Primary School (Academy) Mere Close, Leicester LE5 3HS Tel: (0116) 262 4418 Fax: (0116) 253 8230 Email: office@ sacredheart.leicester.sch.uk	50	YES	See Pg 38	
Mr A Dhillon Sandfield Close Primary School Sandfield Close, Leicester LE4 7RE Tel: (0116) 266 0333 Fax: (0116) 268 0087 Email: office@ sandfieldclose.leicester.sch.uk www.sandfieldclose.leicester.sch.uk	60	NO	see Pg 17	
Mrs B Kent Scraptoft Valley Primary School New Romney Crescent, Leicester LE5 1NH Tel: (0116) 241 3444 Fax: (0116) 241 7889 Email: admin@ scraptoftvalley.leicester.sch.uk	60	NO	see Pg 17	
Mrs G Patel Shenton Primary School Dunlin Road, Leicester LE5 3FP Tel: (0116) 262 8778 Fax: (0116) 253 0793 Email: office@ shenton.leicester.sch.uk www.shenton.leicester.sch.uk	60	NO	see Pg 17	



Headteacher	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Postal Address Telephone, Fax, Email & Web Mrs C Henderson Slater Primary School Slater Street, Leicester LE3 5AS Tel: (0116) 262 4587 Fax: (0116) 253 7409 Email: office@slater.leicester.sch.uk www.slater.leicester.sch.uk	23	NO	see Pg 17
Ms K Falconer (Executive Head), Miss R Jones (Acting Head) Sparkenhoe Community Primary School Saxby Street, Leicester LE2 0TD Tel: (0116) 251 2686 Fax: (0116) 262 1816 Email: office@sparkenhoe.leicester.sch.uk www.sparkenhoe.leicester.sch.uk	60	NO	see Pg 17
Mrs S Hoonjan (Acting Head) Spinney Hill Primary School & Community Centre Ventnor Street, Leicester LE5 5EZ Tel: (0116) 273 7047 Fax: (0116) 273 8807 Email: office@spinneyhill.leicester.sch.uk	90	NO	see Pg 17
Ms S Poole St. Barnabas C of E Primary School St Barnabas Road, Leicester LE5 4BD Tel: (0116) 276 7612 Fax: (0116) 246 0124 Email: office@st-barnabas.leicester.sch.uk www.st-barnabas.leicester.sch.uk	40	YES	see Pg 17
Mr A Marshall St. John the Baptist C of E Primary School (Aided) East Avenue, Leicester LE2 1TE Tel: & Fax: (0116) 270 9932 Email: office@st-john.leicester.sch.uk www.st-john.leicester.sch.uk	68	YES	See Pg 43
Mrs A Leslie (Acting Head) St. Joseph's Catholic Primary School (Academy) Armadale Drive, Leicester LE5 1HF Tel: & Fax: (0116) 241 6197 Email: office@st-josephs.leicester.sch.uk www.st-josephs.leicester.sch.uk	40	YES	See Pg 38
Mrs C Browne St. Mary's Fields Infant School Heyworth Road, Leicester LE3 2DA Tel: (0116) 282 4623 Fax: (0116) 289 9752 Email: office@st-marysfields.leicester.sch.uk www.st-marysfields.leicester.sch.uk	60	YES	see Pg 17

Headteacher	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Postal Address Telephone, Fax, Email & Web Mr M Olszewski St. Patrick's Catholic Primary School Harrison Road, Leicester LE4 6QN Tel: (0116) 266 1149 Fax: (0116) 261 1356 Email: office@st-patricks.leicester.sch.uk	30	YES	See Pg 38
Mrs P Mason St. Thomas More Catholic Primary School (Academy) Newstead Road, Leicester LE2 3TA Tel: (0116) 270 6365 Fax: (0116) 270 6365 Email: office@st-thomasmore.leicester.sch.uk www.st-thomasmore.leicester.sch.uk	37	YES	See Pg 38
Mrs J Gadsby Stokes Wood Primary School (School with additional resources for moderate learning difficulties) Blackett Avenue, Leicester LE3 9BX Tel: (0116) 287 5305 Fax: (0116) 232 1032 Email: office@stokeswood.leicester.sch.uk www.stokeswood.leicester.sch.uk	45	YES	see Pg 17
Mr C Hassall Taylor Road Primary School Taylor Road, Leicester LE1 2JP Tel: (0116) 262 4597 Fax: (0116) 262 1562 Email: office@taylor.leicester.sch.uk	90	NO	see Pg 17
Ms P Dubas The Samworth Enterprise Academy Trenant Road, Leicester LE2 6UA Tel: (0116) 278 0232 Fax: (0116) 278 8783 Email: office@samworthacademy.org.uk www.samworthenterpriseacademy.org.uk	60	YES	See Pg 42
Mrs C Adederin Thurnby Lodge Primary School Dudley Avenue, Leicester LE5 2EG Tel: (0116) 241 3086 Fax: (0116) 243 1914 Email: office@thurnbylodge.leicester.sch.uk	30	NO	see Pg 17
Mr M Ingham Uplands Infant School Melbourne Road, Leicester LE2 0DR Tel: & Fax: (0116) 262 5280 Email: office@uplands-inf.leicester.sch.uk	120	NO	see Pg 17

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Was this school oversubscribed last year?	Admission Criteria
Mrs A Boychuk Whitehall Primary School Whitehall Road, Leicester LE5 6GJ Tel: (0116) 241 3087 Fax: (0116) 243 1120 Email: office@whitehall.leicester.sch.uk www.whitehall.leicester.sch.uk	60	YES	see Pg 17
Ms S Ridley Willowbrook Primary School Roborough Green, Leicester LE5 2NA Tel: (0116) 241 3756 Fax: (0116) 241 9669 Email: office@willowbrookprimary.org.uk www.willowbrook.leicester.sch.uk	60	NO	see Pg 17
Ms S Barker Wolsey House Primary School Beaumont Leys Lane, Leicester LE4 2BB Tel: (0116) 266 7566 Fax: (0116) 268 1463 Email: office@wolseyhouse.leicester.sch.uk www.wolseyhouse.leicester.sch.uk	60	NO	see Pg 17
Mrs H Willis Woodstock Primary School Hattern Avenue, Leicester LE4 2GZ Tel: (0116) 235 5825 Fax: (0116) 235 8277 Email: office@woodstock.leicester.sch.uk	60	NO	see Pg 17
Mrs C Hannon Wyvern Primary School Wyvern Avenue, Leicester LE4 7HH Tel: (0116) 266 1408 Fax: (0116) 266 6782 Email: office@wyvern.leicester.sch.uk www.wyvern.leicester.sch.uk	60	NO	see Pg 17

Admission criteria for voluntary aided schools and academies

Admission criteria for Christ the King Catholic Primary School

Oversubscription Criteria

Where the school has more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have a Statement of Special Educational Needs which names Christ the King Catholic Primary School will be admitted. This will reduce the number of places available.

Priority in Categories 1, 3 and 4 will be given to those children who attend Mass weekly with their parent(s), with a carer or with a close family member and who have completed the Mass Verification Form. Thereafter Governors will apply the distance tie breaker (see 'Tie Breaker').

- 1 Catholic looked after or previously looked after children
- 2 Catholic children who will have a sibling attending the school at the time of admission and submit a mass verification form to show that they attend mass weekly.
- 3 Catholic children living in the parish(es) of Blessed Sacrament, Mother of God or St. Peter's.
- 4 Catholic children who will have a sibling attending the school at the time of admission and do not submit a mass verification form to show that they attend mass weekly.
- 5 Catholic children living outside the parish(es) of Blessed Sacrament, Mother of God or St. Peter's.
- 6 Other children who are classed as looked after or previously looked after.

- 7 Other children who will have a sibling at the school at the time of admission.
- 8 Other children and those for whom no Supplementary Form has been returned.

Tie Breaker - Distance.

If any of the above categories are oversubscribed, preference will be given to children living nearest to the school measured in a straight line from the front door of the child's home to the school's main entrance.

For definitions on the above criteria please contact the school.

Oversubscription Admission Criteria for Belgrave St. Peter's Church of England (VA) Primary school

The Governors are responsible for admissions to this Church of England Voluntary Aided Primary School.

In consultation with the Local Authority, the Governors have fixed the number of children to be admitted each year at 30.

Children are admitted to the school at the beginning of the academic year (1st September to 31st August) in which they become five years of age.

If there are more applications than there are places available, children will be offered places according to the following criteria in order of priority:-

- 1 Children who are designated as children in care or previously in care at the closing date for applications.
- 2 Children of parents, or those with parental responsibility, who are active members of the Church of England or any other Christian Church. (A letter will be needed from the minister of the church they attend).
- 3 Children with siblings who are attending the school on the day that the new child will be admitted.
- 4 Children of parents, or those with parental responsibility, who are active members of a faith community other than Christian. (A letter from their religious leader in support of the application will be requested).
- 5 Children of parents who request in writing that they wish their children to be educated in a Christian environment.

For definitions on the above criteria please contact the school.

Oversubscription Admission Criteria for:
Holy Cross Catholic Primary School
Sacred Heart Catholic Primary School
St. Joseph's Catholic Primary School
St. Patrick's Catholic Primary School
St. Thomas More Catholic Primary School

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have a Statement of Special Educational Needs which names the school will be admitted. This will reduce the number of places available. See page 24 for further details about special needs provision.

First priority in all categories will be given to siblings that is, children who will have brothers or sisters attending the school at the proposed time of admission.

In Categories 1 - 3, priority (after sibling priority) will be given to children whose parents / carers have completed and returned a Mass Verification Form if this has been issued.

Tie Breaker

If any of the categories remain oversubscribed, preference will be given to children living nearest to the school (measured in a straight line from the front door of the child's home to the school's main entrance). Distance measurements will be supplied by the Local Authority.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots.

- I Catholic children who are in the care of a local authority or previously in the care of a local authority

- 2 Catholic children living in the parish(es) served by the school .
- 3 Catholic children living outside these parish(es).
- 4 Other children who are in the care of a local authority or previously in the care of a local authority.
- 5 Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England'.
- 6 Other children and those for whom no Supplementary Form has been received.

For definitions on the above criteria please contact the school(s).



Oversubscription Admission Criteria for Hope Hamilton Church of England (Aided) Primary School

The Governing Body of Hope Hamilton Church of England Voluntary Aided Primary School is the admissions authority. The agreed planned Admission Number for the school is 45. The school admits children according to the following criteria:

- 1 “Looked After Children”: - (ie. Children in the care of the Local Authority pursuant to Section 31 3c of the Children’s Act 1989, or children accommodated by the Local Authority pursuant to section 20 of the Children’s Act 1989). or previously in the care of a Local Authority
- 2 Foundation Places: - up to 15 places will be allocated to children of parents who are regular worshippers at a Christian Church. A supporting letter from the Minister of the place of worship must accompany the application.
- 3 The remaining 30 Places: - (or more if the Foundation places are not taken up) will be allocated to children of parents living in the designated area of North Hamilton as identified on the attached map.

In the event of over subscription in any of the above categories the Governing body will offer places according to the following criteria:-

Children with siblings currently attending the school on the date of admission.

In the event of a tie-break needing to be applied the place will be allocated to the child living nearest to the school as measured in a straight line from the front door of the child’s normal place of residence to the main entrance of the school.

Special Social or Medical Needs – The Governing Body reserves the right to give priority to any Child for whom attendance would meet their social, medical or other special need. Evidence from relevant professionals needs to support such cases.

Children admitted to Foundation Stage One are not guaranteed a place at Foundation Stage Two.

Parents are required, under Government Legislation, to submit an application for admission into Foundation Stage Two, which will be considered alongside all other applications.



Oversubscription Admission Criteria for Krishna-Avanti Primary School

Krishna-Avanti Primary School is an I-Foundation Hindu faith Free School. The admission number for the school will be 60 places. Of these, there will be a minimum of 30 places based on the Hindu faith; the other 30 places are available to other faiths or no faith applicants.

Community children (non faith places) - 30 places

- 1 Children in the care of a local authority or previously in the care of a local authority.
- 2 Siblings of children who will be attending the school at the start date of the new entrant.
- 3 Children who live the shortest distance to the school gate (measured in a straight line)

If the school is oversubscribed overall but undersubscribed within the ‘faith’ category below, additional community children will be admitted until the admission number of 60 is met.

Hindu children (faith places) - 30 places

- 1 Practising Hindu children in the care of a local authority.
- 2 10 children from practising Hindu families prioritised as follows:
 - a Children from Families who have taken initiation (diksha) within ISKCON and are regularly attending Sanga (registered congregation programmes).
 - b Families who are registered candidates for initiation within ISKCON and are regularly attending Sanga.
 - c Families who have taken initiation within ISKCON **or** who have graduated from an ISKCON gurukula.
 - d Families who worship at least weekly at an ISKCON temple.

Evidence that a child meets these criteria will be sought from the ISKCON temple which the child’s family attends.

- 3 Children from practising Hindu families who live the shortest distance to the school gate (measured in a straight line).

Oversubscription Admission Criteria for The Samworth Enterprise Academy

An all through City Academy taking children from Primary through to Secondary with an AN of 120 places for its Secondary stage.

The Year 6 children at the Academy will automatically go forward into Year 7 and an additional 60 Year 7 places will be allocated based on the following priority order:

- a) Children in care of a local authority or previously in care of a local authority.
- b) Children with a professionally supported medical or social need who live in the Designated Geographical Area (DGA).
- c) Children of parents living in the DGA.
- d) Children whose siblings currently attend the Academy and who will continue to do so on the date of admission. This criteria does not apply to admission into KS3 & 4 (Y7 to Y11).
- e) Children on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance of the child's home.

Criterion will act as a tie break in the event of the admission number being reached through criteria a) to d).

For definitions on the above criteria please contact the school.

Oversubscription Admission Criteria for St John the Baptist Church of England Voluntary-Aided primary school.

As Admissions Authority, the governing body of St John the Baptist Church of England School is responsible for admission arrangements. The policy must be reviewed annually in consultation with the Leicester Diocesan Board of Education. The standard number agreed for admission into St John the Baptist Primary School is 68 in each year. Application forms may be obtained from Leicester City Council (School Admissions Team) or from St John's school office, or from the council/school websites. The school's Supplementary Information Form is also available from these locations. This Supplementary Information Form must be returned to the school, together with supporting evidence, where priority is requested under the school's admissions criteria. In accordance with Government legislation (Section 324 of the Education Act 1996) the Governing body will admit children who have a statement of special educational needs that names St John the Baptist Primary School as the appropriate school. Then the governors will consider all applications and offer places according to the admission criteria (below), places being given to children higher up the criteria list, having due regard to both the standard admission number and the limitation of a maximum of 30 in each Key Stage 1 and foundation class and other appropriate legislation.

Admissions Criteria in order of priority:

- 1 Children who are in the care or previously in the care of the local authority pursuant to Section 31 (3) (c) of the Children Act 1989 or children accommodated by a Local Authority pursuant to Section 20 Children Action 1989.
- 2 Children with a brother or sister at the school at the date of intended admission. "Brother or sister" includes a full brother or sister (or adopted brother or sister), whether or not resident at the same address. It also includes a half-brother, half-sister, step-brother, step-sister, or the son or daughter of the parent/carer's partner, in each case where the child for whom the school place is sought is being brought up as a sibling in the same family unit at the same address.
- 3 A child whose application is supported by a letter from their priest, minister or religious leader (submitted with the application) confirming that the child, their

parent or someone with parental responsibility, is currently an active member of the Church of St John the Baptist (Clarendon Park) the Church of the Nativity (Aylestone Park) or of any Christian church as recognised by Churches Together in England.

- 4 A child whose application is supported by a letter from their faith leader (submitted with the application) confirming that the child, their parent or someone with parental responsibility, is currently an active member of a place of worship within another faith.
- 5 A child whose application is supported by a certificate (copy submitted with the application) showing that child to have been baptised in the Church of England, or baptised or dedicated in any Christian churches as recognised by Churches Together in England
- 6 All other children.

For definitions on the above criteria please contact the school

Special schools and provision in Leicester

Leicester City has seven special schools and a hospital school. Admission to special schools is normally only available for children with statements of special educational needs. Children cannot be admitted using the process described in this booklet. If you want more information about statements of special educational needs or special schools and special education please contact the Special Education Service on 0116 252 7834 or 0116 252 7846.

Ash Field School

Headteachers: Mrs Jane Booth and Mr David Bateson

Broad Avenue, Leicester, LE5 4PY

Tel: 0116 273 7151

E-mail: office@ashfield.leicester.sch.uk

Website: www.ashfield.leicester.sch.uk

Special needs catered for – Physical

Age range : 4-19

Nether Hall School

Headteacher: Ms Erica Dennies

Netherhall Road, Leicester, LE5 1DT

Tel: 0116 241 7258

E-mail: office@netherhall.leicester.sch.uk

Website: www.netherhall.leicester.sch.uk

Special needs catered for - severe and complex learning difficulties

Age range : 5-19

Oaklands School

Headteacher: Ms Eleanor Shaw

Whitehall Road, Leicester, LE5 6GJ

Tel: 0116 241 5921

E-mail: admin@oaklands.leicester.sch.uk

Website: www.oaklands.leicester.sch.uk

Special needs catered for - moderate learning difficulties

Age range : 5-11

West Gate School

Headteacher: Mrs Ann Standley

Glenfield Road, Leicester, LE3 5DN

Tel: 0116 285 6181

E-mail: office@westgate.leicester.sch.uk

Website: www.westgate.leicester.sch.uk

Special needs catered for - moderate and severe learning difficulties, Autistic Spectrum Disorder

Age range : 5-10

Children's Hospital School

Headteacher: Mr Brian Bangay

Hospital school Age range : 5-16

Children's Hospital School, University Hospitals of Leicester NHS Trust,
Leicester Royal Infirmary, Leicester, LE1 5WW

Tel: 0116 258 5330

E-mail: reception@childrenshospitalschool.leicester.sch.uk

Website: <http://www.childrenshospitalschool.leicester.sch.uk/>

Schools with units or enhanced resource provision

Thurnby Lodge Primary

School with unit for speech and language.

Barley Croft Primary

School with unit for speech and language (up to year 3 only).

Stokes Wood Primary

School with additional resources for moderate learning difficulties.

Braunstone Primary

School with additional resources for moderate learning difficulties (KS1 only).

Frequently asked questions

Q1 What happens if I apply after 15 January 2013?

- A2 Your application will be considered after those of people who applied on time. You will probably 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 allocate a place at the nearest school to your home where there are places available after we have dealt with all other applications. Your child could have to travel a considerable distance to school.

Q3 What happens if I give a false address on my application form or move home without telling the admissions service?

- A3 It is important you give accurate information. If you give a false address or do not tell us when you move home we may withdraw the offer of a school place. You would then have to apply again by which time many schools are full.

Q4 My child goes to a nursery or pre-school class at the school I want them to attend full time. Will I automatically get a place there?

- A4 **No.** You must apply on our application form. If we have more people applying than there are places we use the criteria printed in this booklet to decide who gets a place.

Q5 When will you let me know if I have the full time place at the school I want?

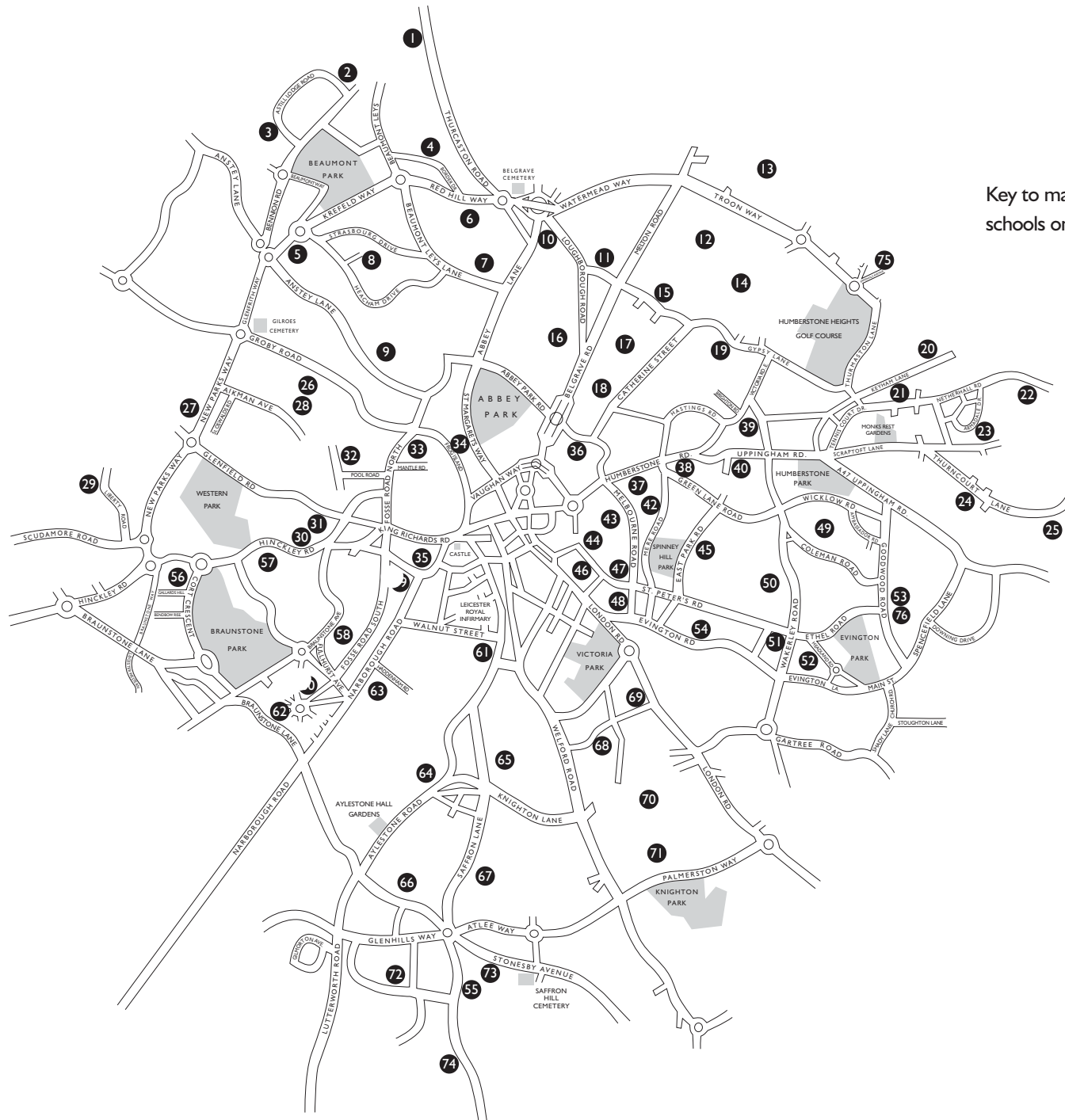
- A5 We will write to you on or around 15 April 2013. The letter will be sent by second class post and we cannot guarantee how long the Royal Mail will take. If we cannot offer you one of the schools you want we will offer you a place at the school which is nearest to your home and which has places available. In addition, online applicants will be informed by e-mail provided they have requested this facility on their application.

Check list

Have you:

- Made sure that all addresses (including postcode) on the form are correct?
- Checked to make sure your child's date of birth is correct?
- Told us if your child is in care?
- 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 form to verify the information you have given is correct?

REMEMBER
YOUR FORM MUST BE RETURNED BY
15 JANUARY 2013



Key to map of schools on pages 52 - 53

Key to map of Primary/Infant Schools in *alphabetical* order

Abbey	16	Medway	48
Alderman Richard Hallam	9	Mellor	11
Avenue	68	Merrydale Infant	39
Barleycroft	8	Montrose	66
Beaumont Lodge	2	Mowmacre Hill	4
Belgrave St Peters	10	Northfield House	19
Braunstone	56	Overdale Infant	71
Braunstone Frith Infant*	29	Parks Primary	28
Buswells Lodge	5	Queensmead	57
Caldecote	62	Rolleston	74
Catherine Infant	18	Rowlatts Hill	49
Charnwood	43	Rushey Mead	15
Christ the King	31	Sacred Heart	42
Coleman	50	Sandfield Close	13
Dovelands	30	St. Barnabas	40
Evington Valley	54	St. John's	69
Eyres Monsell	72	St. Joseph's	23
Forest Lodge	27	St. Mary's Fields Infant	63
Fosse	33	St. Patrick's	17
Glebelands	1	St. Thomas More	70
Granby	64	Scraptoft Valley	22
Green Lane	38	Shenton	37
Hazel	61	Slater	34
Heatherbrook	3	Sparkenhoe	46
Herrick	12	Spinney Hill	45
Highfields	44	Stokes Wood	26
Holy Cross	73	Taylor	36
Hope Hamilton	75	The Samworth Academy	55
Humberstone Infant	21	Thurnby Lodge	24
Imperial Avenue Infant	58	Uplands Infant	47
Inglehurst Infant	32	Whitehall	53
Kestrels' Field	20	Willowbrook	25
King Richard III Infant	35	Wolsey House	7
Knighton Fields	65	Woodstock	6
Krishna Avanti	76	Wyvern	14
Linden	52		
Marriott	67		
Mayflower	51		

Key to map of Primary/Infant Schools in *numerical* order

1	Glebelands	39	Merrydale Infant
2	Beaumont Lodge	40	St. Barnabas
3	Heatherbrook	42	Sacred Heart
4	Mowmacre Hill	43	Charnwood
5	Buswells Lodge	44	Highfields
6	Woodstock	45	Spinney Hill
7	Wolsey House	46	Sparkenhoe
8	Barleycroft	47	Uplands Infant
9	Alderman Richard Hallam	48	Medway
10	Belgrave	49	Rowlatts Hill
11	Mellor	50	Coleman
12	Herrick	51	Mayflower
13	Sandfield Close	52	Linden
14	Wyvern	53	Whitehall
15	Rushey Mead	54	Evington Valley
16	Abbey	55	The Samworth Academy
17	St. Patrick's	56	Braunstone
18	Catherine Infant	57	Queensmead
19	Northfield House	58	Imperial Avenue Infant
20	Kestrels' Field	61	Hazel
21	Humberstone Infant	62	Caldecote
22	Scraptoft Valley	63	St. Mary's Fields Infant
23	St. Joseph's	64	Granby
24	Thurnby Lodge	65	Knighton Fields
25	Willowbrook	66	Montrose
26	Stokes Wood	67	Marriott
27	Forest Lodge	68	Avenue
28	Parks Primary	69	St. John's
29	Braunstone Frith Infant*	70	St. Thomas More
30	Dovelands	71	Overdale Infants
31	Christ the King	72	Eyres Monsell
32	Inglehurst Infant	73	Holy Cross RC
33	Fosse	74	Rolleston
34	Slater	75	Hope Hamilton
35	King Richard III Infant	76	Krishna Avanti
36	Taylor		
37	Shenton		
38	Green Lane Infant		

* Consultation has taken place to create an all-through Primary school from Sept. 2013

* Consultation has taken place to create an all-through Primary school from Sept. 2013

Notes

How to contact us

Visit a Customer Service Centre

New Walk Centre Customer Services 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 New Parks 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
	Thursday	8.30am - 5.00pm
	Friday	8.30am - 4.30pm

Charnwood Customer Services Merlyn Vaz Health & Social Care Centre 1 Spinney Hill Road, Leicester LE5 3GH	Tuesday	8.30am - 5.00pm
	Wednesday	8.30am - 5.00pm

Phone: 0116 252 7009

E-mail: admissions.online@leicester.gov.uk

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



URDU

آگر آپ اس آسان آسان کا ترجمہ چاہتے ہیں تو براہ کرم یہاں رابطہ کریں :

E-mail: admissions.online@leicester.gov.uk فون نمبر 0116 2527009 ای میل

GUJARATI

જો તમે આ પુસ્તિકાનું ભાષાંતર કરવાનું કોઈ નો, મદદનીશ કરી શકો છો અથવા કોઈ સહાયક સંચાલકો, ટેલિફોન:-

0116 2527009, ઈમેલ E-mail: admissions.online@leicester.gov.uk ઉપર સંપર્ક કરો.

PUNJABI

ਜੇ ਤੁਸੀਂ ਇਸ ਕਿਤਾਬ ਦੇ ਅਨੁਵਾਦ ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

ਸਕੂਲ ਦਾਖਲਾ ਸੇਵਾ (School Admissions Service), ਫੋਨ - 0116 2527009, E-mail: admissions.online@leicester.gov.uk

BENGALI

আপনি যদি এই বুকলেট'এর অনুবাদ চান, তাহলে অনুগ্রহ করে যোগাযোগ করুন :

স্কুল এ্যাডমিশন সার্ভিস, টেলিফোন - 0116 2527009, E-mail: admissions.online@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, E-mail: admissions.online@leicester.gov.uk

POLISH

Jeśli chciałbyś otrzymać tę ulotkę przetłumaczoną, proszę o kontakt:

Wydział Przyjęć do Szkół (School Admissions Service), Telefon - 0116 2527009,

E-mail: admissions.online@leicester.gov.uk

SLOVAKIAN

Ak by ste chceli preklad tejto brožúry, prosím kontaktujte:

Služby na prijatie do škôl (School Admissions Service), Telefón - 0116 2527009,

E-mail: admissions.online@leicester.gov.uk

You can contact the School Admissions Service through any of the following:

Tel: (0116) 252 7009 Fax: (0116) 737 7455

e-mail: admissions.online@leicester.gov.uk



Leicester City Council

New Walk Centre Welford Place Leicester LE1 6ZG

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