Appendix 4

Leicester City Council Admissions Arrangements for admission to community and voluntary controlled Infant and Primary Schools 2028/2029

These arrangements are for children starting infant or primary school for the first time and who are applying for community and voluntary controlled schools in Leicester City.

Closing dates for applications and offer dates

Parents may express up to five preferences of schools, in their order of preference. The closing date for applications is **15 January 2028**. Leicester City Council will coordinate all first-time applications for infant and primary school places, irrespective of whether the council is the admissions authority. The single offer of a place will be sent by Leicester City Council on **16 April 2028.**

Oversubscription criteria

Where a school receives fewer preferences than there are places available, all applicants will be offered a place. Where a school receives more applications than there are places available, the following oversubscription criteria will apply.

Places will be allocated to pupils who have an Education, Health and Care (EHC) Plan which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England (see note 1).

Criterion 2: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see note 2).

Criterion 3: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school or the linked junior school, who will still be on roll when the applicant starts school (see note 3).

Criterion 4: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school or linked junior school, who will still be on roll when the applicant starts school (see note 3).

Criterion 5: Children whose home address is in the catchment area of the infant or primary school (see note 4).

Criterion 6: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application (see note 5).

Criterion 7: Children whose home address is outside the catchment area of the infant or primary school and who have requested a place.

School Admissions Service, Leicester City Council
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Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point from the child's home address to the Geo-code reference point for the school.

Note 1: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 2: All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. In each case, the connection between a child's need and the specific school must be made and applicants must clearly demonstrate why this one specific school can meet the child's needs in a way that no other school can. Social and Medical form will be emailed upon selecting Social and Medical criterion within the application form. For the full guidance, please refer to Leicester Scheme for the Admission Arrangements for Pupils to Schools 2028/29.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or a child of the parent/carers partner. In every case the child must be living in the same family unit at the same address. Private fostering arrangements are not counted for admissions purposes. Siblings must be on roll at the point of entry.

In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Catchment area is a geographical area, from which children may be afforded priority for admission to a particular school. Information about the catchment area for each school can be found at www.leicester.gov.uk/admissions.

Note 4: Home address is a child's permanent address or where the child lives for most of the time Monday to Friday during school terms, at the time of application. 'At the time of application' means the closing date for applications (31 October 2027 for Secondary Applications and 15 January 2028 for Primary, Infant and Junior applications).

Informal accommodation arrangements with family and friends are not accepted, unless a parent can prove that their child lives elsewhere with someone who has legal care and control of their child. We will need legal evidence of this.

An address used for childcare arrangements cannot be used as the home address for the purpose of applying for a school place.

We will check the home address provided in an application against our records and those held by other organizations. Parents can be asked to provide a proof of their address, i.e. evidence of the name being on the electoral, proof of Council Tax payment or utility bill etc.

We will refuse to accept an address that might be considered to be only a temporary address for the purpose of obtaining a place at a popular school where:

- The original home is still owned or rented, and the new address is a rented property within the area of a popular school.
- Only part of the family moves unless this was due to a divorce or permanent separation arrangement. We will need legal evidence of this.
- A child moves to a home address which is different from their parent/s or legal guardian, unless it was due to a formal fostering or safe care arrangement with social services intervention. Where this is a formal arrangement, official confirmation must be submitted with your application. If the applicant does not have formal documentation, the admission authority will request further information.

We can only accept one application per child and parents are expected to agree school preferences before applying. The admissions team cannot become involved in any disputes or differences over the application.

Where there is a disagreement between the parents, or there is uncertainty about the child's living arrangements, Local Authority as the admission authority will decide on the balance of probabilities, where the child lives for the majority of the week.

We have the right to withdraw any offer of a school place up to one term after admission if it is shown that it was obtained based on a fraudulent or misleading application.

Note 5: Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Published admission numbers (PANs) for 2028/29 – community and voluntary controlled infant and primary schools

School name	PAN
Alderman Richard Hallam Primary School	120
Avenue Primary School	75
Barley Croft Primary School	45
Beaumont Lodge Primary School	30
Caldecote Community Primary School	90
Catherine Infant School	120
Coleman Primary School	30
Dovelands Primary School	75
Evington Valley Primary School	45
Eyres Monsell Primary School	60
Glebelands Primary School	45
Granby Primary School	60
Hazel Primary School	60
Herrick Primary School	30
Imperial Avenue Infant School	90
King Richard III Infant School	60
Linden Primary School	60
Marriott Primary School	60
Mayflower Primary School	60
Medway Community Primary School	60
Mellor Community Primary School	90
Merrydale Infant School	90
Montrose Primary School	60
Parks Primary School	60
Rolleston Primary School	60
Rushey Mead Primary School	60
Sandfield Close Primary School	30
Scraptoft Valley Primary School	60
Slater Primary School	30
Spinney Hill Primary School	90
St Barnabas CofE Primary School	45
Stokes Wood Primary School	45
Taylor Road Primary School	90

Whitehall Primary School	90
Wolsey House Primary School	90
Wyvern Primary School	60