Leicester Scheme for the Admission Arrangements for Pupils to Schools 2028/29

Leicester City Council

Contents

1. Introduction 2
2. Applying for a school place (see Annex 1 and 2 – Timetables) 2
3. Late applications / changes of preference 3
4. Procedure of allocating school places 4
5. The offer of a place 5
6. Right of Appeal 5
7. Waiting lists 5
8. Infant class size 5
9. Information required by free, voluntary aided and academy schools 6
10. Admission of children outside of their normal age group (includes Summer Born Children) 7
11. Social and medical criteria 10
12. Applications outside of the normal admission round 12

ANNEX 1: TIMETABLE FOR SECONDARY ADMISSIONS 13

ANNEX 2: TIMETABLE FOR PRIMARY AND JUNIOR ADMISSIONS 13

ANNEX 3: DEFINITIONS 14

School Admissions Service, Leicester City Council
telephone: (0116) 454 1009 (option 1); email: admissions.online@leicester.gov.uk; www.leicester.gov.uk

1. Introduction

1.1. This scheme for admission to school applies to parents or guardians who are resident in Leicester City and are applying for their child to start school at the normal admissions round. The "normal admissions round" covers applications for a place into a relevant age group at any state-funded school, in rank order on the common application form provided by Leicester City Council, i.e. starting school for the first time in reception, year 3 at a junior school or year 7 at a secondary school. These applications are made by the national deadlines for the local authority to offer a school place on National Offer Day. For information about National Offer Days, see section 5.

1.2. Parents are able to express a preference for a maximum of five schools in rank order. The application can include schools outside the Leicester City Council because a parent can apply for a place for their child at any state-funded school in any area. For late changes of school preference, see section 3.

1.3. Parents are strongly recommended to use all five preferences open to them and include their catchment area school in their application. It increases their chances of securing a place at a local school if all of their higher preferred schools are full.

1.4. All school preferences are collated and parents will receive an offer from Leicester City Council at the highest preference school at which a place is available, regardless of the schools applied for.

1.5. To provide every parent with a single offer of a school place offer, Leicester City Council will work collaboratively with the admissions authorities of voluntary aided, free schools, academies in the city, as well as neighboring local authorities. List of different types of school is available on Schools' Directory at Find schools in your catchment area (leicester.gov.uk)

1.6. This scheme will not affect the duty of the admissions authorities of academies, voluntary aided and free schools to determine, publish and apply their own admission arrangements.

1.7. Children with an Education, Health and Care Plan (EHCP) are not covered by this scheme. They will be given priority admission over all others.

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

2.1. All applications from Leicester City residents for admission to any state-funded school must be made on the online common application form at www.leicester.gov.uk/admissions. Paper application form is also available on request.

2.2. Parents of year 6 children, residing in Leicester City and attending Leicester primary or junior schools will be given details of how to apply by their school, at the beginning of year 6. Children transferring to a junior school will be given details of how to apply at the beginning of year 2 by the infant school. For those starting school in reception, details are posted to early year settings and other community venues where reasonably practicable.

2.3. Parents who reside outside Leicester City should apply to their home authority in which they live, i.e. the authority to whom they pay their council tax.

2.4. Leicester City resident parents can state a maximum of five preferences, in their rank order, at any one time for any combination of the following schools:

- Community
- Voluntary Controlled
- Voluntary Aided
- Trust
- Academy
- Free School

List of different types of school is available on Schools' Directory at Find schools in your catchment area (leicester.gov.uk)

2.5. In all cases the application must be received by the closing date of 31 October 2027 for admission to a Secondary School and 15 January 2028 for admission to start at a Primary, Infant or Junior School. Please see Annex 1 and 2 for detailed timetable information.

3. Late applications / changes of preference

3.1. Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable Leicester City Council to offer a place on National Offer Day.

3.2. Applications and changes of preference received after the published closing date will be treated as late.

3.3. Applications and changes of preference received after the closing date may be considered as on time only where there are exceptional reasons for the delay, supported by independent evidence, and they are received by 10 January 2028 for Secondary applications and 28 February 2028 for Primary, Infant and Junior applications.

3.4. Applications or changes of preference received after these dates, or where satisfactory evidence is not provided, will be treated as late. These dates are also the deadlines by which proof of a new address must be received if the new address is to be taken into account for the allocation of school places on National Offer Day.

3.5. Applications and changes of preference that are treated as late will be considered after all on-time applications have been processed and will be dealt with after National Offer Day. This is necessary to enable Leicester City Council to comply with the statutory timetable for co-ordinating admissions and exchanging application information with other admission authorities and neighbouring local authorities.

4. Procedure of allocating school places

4.1. By December 2027 for Secondary applications and February 2028 for Primary, Infant and Junior School applications, Leicester City Council will send details of applicants to those admissions authorities that undertake their own ranking of applications, and to other Local Authorities where an application has been made for a school in their area.

4.2. The respective admission authorities, where the schools are oversubscribed, will rank all applications in accordance with their determined arrangements and their Published Admissions Number (PAN).

4.3. Leicester City Council is the admission authority for community and voluntary controlled schools within the city. The admission arrangements for these schools are set out in the appendixes below.

See Appendix 4 for Leicester City Council Admissions Arrangements for admission to community and voluntary controlled Infant and Primary Schools 2027/2028.

See Appendix 5 for Leicester City Council Admissions Arrangements for admission to community and voluntary controlled junior schools 2027/2028.

See Appendix 6 for Leicester City Council Admissions Arrangements for admission to community and voluntary controlled Secondary Schools 2027/2028.

4.4. For voluntary aided schools, academies and free schools, the relevant admission authority is responsible for determining their arrangements. List of these types of school including their contact details is available on Schools' Directory at Find schools in your catchment area (leicester.gov.uk)

4.5. During December 2027 for Secondary applications and February 2028 for Primary, Infant and Junior applications, Leicester City Council will aim to have received ranked lists of applicants from those admission authorities that are responsible for ranking applications in accordance with their determined admission arrangements.

4.6. By January 2028 for Secondary applications and March 2028 for Primary, Infant and Junior applications, Leicester City Council will:

(a) make determinations on which provisional offers will be made,
(b) inform other relevant LAs of those provisional offers.

4.7. Where Leicester City Council cannot make a single offer for any of the preferences expressed by a parent resident in Leicester City, a place will be allocated to the child at the nearest Leicester City school with places available, starting with their catchment area school.

4.8. During February 2028 for Secondary applications and March 2028 for Primary, Infant and Junior applications, Leicester City Council will inform the relevant Local Authorities of any provisional offers for residents in their authority.

5. The offer of a place

5.1. National Offer Day is 1 March 2028 for Secondary applications and 16 April 2028 for Primary, Infant and Junior applications.

5.2. School place offers will be sent by email on National Offer Day using the email address provided on the application form. Where an email address has not been provided, or where necessary, a paper copy of the offer will be sent by post.

6. Right of Appeal

6.1. Any parent whose child is refused a higher ranked school place is entitled to appeal against the decision.

6.2. Leicester City Council along with a decision to refuse their child a place at a school for which they have applied, it will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal.

6.3. If parents wish to appeal, they must set out their grounds for appeal in writing. Full details of the appeals process can be found on our website at www.leicester.gov.uk/admissions.

6.4. An appeal is heard by an independent panel, who will consider evidence from appellant and the relevant admissions authority. The panel make its decision after hearing both sides, and the decision they make is legally binding on all parties.

6.5. If parent is refused a place at a non-Leicester City school and they wish to lodge an appeal, they will need to contact a relevant Local Authority about the appeal process for that school.

7. Waiting lists

7.1. Leicester City Council will maintain a waiting list for majority of Leicester City schools where the number of applications has exceeded the places available in their intake year. List of schools that maintain their own waiting lists can be found at www.leicester.gov.uk/admissions.

7.2. For entry into the normal admissions round, the waiting lists will be established on the National Offer Day and will be maintained up to the end of term in July 2029. After this time the waiting lists will close, and parents will need to make a new application if they still wish for their child to transfer schools.

7.3. This waiting list position may go up or down as the waiting lists are ordered in accordance with the published admissions criteria and not the length of time an applicant is on the list.

8. Infant class size

8.1. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

8.2. The excepted children are:

a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school,
b) looked after children and previously looked after children admitted outside the normal admissions round,
c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process,
d) children admitted after an independent appeals panel upholds an appeal,
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance,
f) children of UK service personnel admitted outside the normal admissions round,
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil,
h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

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

9.1. Free, voluntary aided and academy schools may require information in addition to that provided on the online application form, for example information relating to church membership or religious observance and worship.

9.2. Where additional information is required, schools may ask applicants to complete a supplementary information form (SIF). Details of any supplementary forms are available from the relevant school and on its website, as well as at www.leicester.gov.uk/admissions.

9.3. The supplementary information forms are not application forms for admission. They are used by the admission authorities of free schools, voluntary aided schools and academies to obtain information required to apply their oversubscription criteria.

9.4. Where a supplementary information form is required, schools must make it clear that completing the form does not constitute an application for a school place, and that a separate application must be submitted through Leicester City Council.

9.5. Parents who intend to express a preference or preferences for a free, voluntary aided or academy school must follow the procedure set out below:

(a) obtain a copy of the supplementary information form from the free/ voluntary aided/ academy school(s) for which they intend to express a preference on the common application form.

(b) complete the supplementary information form(s)

(c) complete the on-line application at www.leicester.gov.uk/admissions by the 31 October 2027 for Primary to Secondary Transfer and 15 January 2028 for First Time Admissions and transfer from Infant to Junior Schools

(d) return the supplementary information form(s) to the preferred voluntary aided/ academy or free school(s) by 31 October 2027 for secondary transfer and 15 January 2028 for First Time Admissions and transfer from Infant to Junior Schools

9.6. Where a supplementary information form is required but not submitted, the admissions authority may be unable to consider the application under the relevant oversubscription criteria.

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

10.1. The School Admissions Code requires admission authorities to provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school:

a) the child is entitled to a full-time place in the September following their fourth birthday;

b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

10.2. Parents may also seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, or where the parents of a summer born child wish their child to start Reception in the September following their fifth birthday rather than Year 1.

10.3. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

10.4. Parents requesting admission outside their child's normal age group must submit an application for their child's normal age group by 31 October 2027 for Primary to Secondary Transfer and 15 January 2028 for First Time Admissions and Infant to Junior Transfer, and submit their request at the same time.

10.5. Parents requesting admission outside their child's normal age group should submit their request at the same time as their application for a school place. For Leicester City Council community and voluntary controlled schools, requests should be made through the School Admissions Service:

Email: admissions.online@leicester.gov.uk
Telephone: 0116 4541009 (option 1)

Parents applying for other schools should refer to the relevant admission authority's admission arrangements for details of how to make a request.

10.6. Where it has not been possible to submit a request alongside the application, the admission authority will consider requests made after the application deadline where practicable.

10.7. Parents should provide any information they wish the admission authority to consider in support of their request and explain why admission outside the normal age group would be in their child's best interests.

This may include:

- information about the child's academic, social and emotional development
- where relevant, the child's medical history and views of a medical professional
- any evidence from a health or social care professional who is involved in the care or treatment of the child for example speech and language therapist, occupational therapist, social worker, paediatrician
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Whether the child's premature birth has caused health problems or developmental delays that mean the child would benefit from a delayed school start.
- the view of any nursery or other early years setting the child attends and any records of the child's development.
- The progress the child has made in an early years setting, including the rate of progress.
- What can the nursery setting provide the child that a reception class would not?

10.8. Parents are not expected to obtain professional evidence that they do not already have. Professional evidence may be provided where available but is not required. A child does not need to have a medical condition or special educational needs for admission outside their normal age group to be considered.

10.9. All schools and teachers are trained to teach children with special educational needs and schools must use their best efforts to make suitable provision available for all pupils who have Special Educational Needs (SEN) or a disability as set out in the Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 Years.

10.10. Parents are encouraged to visit the schools to which they intend to apply. Teachers and Special Educational Needs Coordinator (SENCo) will be able to explain the provision on offer to the children in the reception class, how it is tailored to meet the needs of the youngest children, and any other support that is available. They may also be able to allay any concerns a parent may have about their child's readiness for school or help a parent consider whether a child needs more time to develop before starting school.

10.11. The admission authority is responsible for deciding whether a child should be admitted outside their normal age group. Each request will be considered on its individual merits and in the child's best interests.

In reaching a decision, the admission authority will take account of:

- parent's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- views of the head teachers

10.12. When informing a parent of a decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

10.13. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group (with the option of deferring entry to later in the school year or part time attendance initially for first time admissions), or to refuse it and make an in-year application for admission to year one for September following the child's fifth birthday.

10.14. If a request for a school place outside of a normal age group is agreed, the application for the normal age group will be withdrawn. Parents must make a new application for a school place during the main admissions round the following year.

10.15. Agreement to admission outside the normal age group does not guarantee a place at a particular school. Any application will still be considered in line with the admission authority's admission arrangements and oversubscription criteria, where applicable.

10.16. As children whose school start has been delayed (for example, where they

were admitted to Reception rather than Year 1 at the age of 5) move through the education system, they will reach key transition points. For children attending an infant school, this will be when they transfer to junior school. For other children, this will be when they transfer to secondary school. At these points, parents will need to make a further request for admission outside their child's normal age group alongside an application for a school place. This should be done when the child's chronological age group is making applications. For example, a summer born child who started Reception one year later than usual would apply for a secondary school place, and request admission outside their normal age group, when they are in Year 5 rather than Year 6.

10.17. Admission authorities must consider these requests in the same way as the original request but must also take into account the fact the child has been educated in a different year group up until this point.

10.18. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. Please see section 6 for details. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

11. Social and medical criteria

11.1. Unless otherwise stated in a school's published admission arrangements, the social and medical criterion described below applies to Leicester City Council community and voluntary controlled schools. Parents applying for other schools should refer to the relevant admission authority's admission arrangements.

11.2. For a school application to be considered under the social medical criterion, applicants must complete a Social and Medica form and provide supporting evidence. The form will be emailed to applicants upon selecting Social and Medical criterion within the application form.

11.3. Examples of supporting evidence include:

a) Supporting documentation from a medical professional
b) Supporting information provided by a social worker
c) Supporting information provided by a Police officer
d) Court order

11.4. 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. Evidence relating to the social or medical circumstances of the parent can be considered, but only if this impacts on the child and their need to attend one specific school.

11.5. Evidence must be provided by the application deadline (31 October for Secondary Transfer or 15 January for Reception and Junior Transfer). Any evidence submitted following the application deadline will not be considered until after National Offer Day. See Annex 1 and Annex 2 for National Offer dates.

11.6. Priority under this criterion can only be given for one specific school but we still

recommend that applicants list five schools on their application form to maximize their chances of securing one of their preferences.

11.7. Where a request is made for more than one school under this criterion, this may indicate that the child's needs can be met at more than one school and the criterion may not apply.

11.8. There will be a two-stage assessment process for eligibility under this criterion.

11.9. During the first stage the application will be considered by the admissions team to establish whether the following criteria, as outlined in section 11.3, is met.

1) Clear reason provided why only the chosen school can meet child's needs in the way that no other school can; and
2) Supporting evidence provided, in with section 11.3,
3) Request made no later than the closing dates, in line with section 11.5.

11.10. Applications that meet the Stage 1 requirements will proceed to Stage 2. Applications that do not meet these requirements will continue to be considered under the admission arrangements, but without priority being awarded under the social and medical criterion.

11.11. During the second stage, a panel of senior officers will consider whether the evidence provided demonstrates exceptional social or medical circumstances and whether the preferred school is the only school able to meet the child's needs.

11.12. Applicants will be notified in writing of the outcome of their application under the social and medical criterion, including where an application does not progress beyond Stage 1.

11.13. All Leicester City schools have experience in dealing with children with diverse social and medical needs, and so a parent's case must be clearly exceptional in order to be considered under this criterion.

11.14. It is expected that the following groups of children will usually meet this criterion if the relevant evidence can be provided:

a) Children who are the subject of child protection plans and where the requested school is necessary to avoid the abuser.

b) Children of parents/carers who are fleeing domestic violence and where the requested school is necessary to avoid the abuser, whose application is verified by a senior social worker or who meet Leicester City Council's procedures for housing reallocation for recognized domestic violence.

11.15. Information submitted as part of the application may be shared with the relevant school where necessary.

11.16. There is no separate right of appeal if an application has not met the social and medical criterion, but parents will have their usual statutory right of appeal for a school place. Please see section 6 for full details of the appeals process.

12. Applications outside of the normal admission round (in-year admissions)

12.1. Applications made outside the normal admissions round are known as in-year applications.

12.2. The process for applying for a school place outside the normal admissions round is set out in the Leicester Scheme for In-Year Admissions, available at www.leicester.gov.uk/admissions.

ANNEX 1: TIMETABLE FOR SECONDARY ADMISSIONS

Closing date for applications	31 October 2027
LA to send applications to academies, free aided schools and other LAs	November 2027
Academies, free and aided schools return ranked lists to Leicester City Council.	December 2027
Leicester schools informed by Leicester City Council of the final results, which may include offers to pupils living in other LAs	1 March 2028
National Offer Day Offers sent to parents by Leicester City Council	1 March 2028

ANNEX 2: TIMETABLE FOR PRIMARY AND JUNIOR ADMISSIONS

Closing date for applications	15 January 2028
LA to send applications to academies, free aided schools and other LAs	February 2028
Academies, free and aided schools return ranked lists to Leicester City Council.	February 2028
Leicester schools informed by Leicester City Council of the final results, which may include offers to pupils living in other LAs	16 April 2028
National Offer Day Offers sent to parents by Leicester City Council	16 April 2028

ANNEX 3: DEFINITIONS

Unless otherwise stated in a school's published admission arrangements, the definitions below apply to Leicester City Council community and voluntary controlled schools. Parents applying for schools that are their own admission authority should refer to the relevant school's admission arrangements.

1. Looked After and Previously Looked After Child:

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

'Previously looked after children' are children who were looked after but ceased to be so because 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.

2. Siblings:

By siblings we mean 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.

3. Home / Permanent Address:

This 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 2025 for Secondary Applications and 15 January 2026 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.

4. Distance Measurement:

Distance is measured on a straight-line basis using a geographical information system measuring from the GEO code reference point for the child's home address to the GEO code reference point for the school. A GEO code is a position on a map. Distances are measured to the school's current GEO code reference point, which reflects the school's location at the time the distance is calculated.

5. Tiebreaker:

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

6. Multiple Births:

If the final place available at a school is offered to a twin or triplet and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s) at the same school.

7. Deferred Entry:

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

8. Summer Born Children:

Children born from 1 April to 31 August are known as Summer Born Children. They become of compulsory school age at the start of the term following their fifth birthday.

9. Compulsory School Age

Children reach compulsory school age on 31 December, 31 March or 31 August following their fifth birthday; whichever comes first. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date.

10. Catchment Area

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.

11. Published Admissions Number (PAN)

Published Admissions Number means the number of children in any relevant year group that must be admitted in the academic year as determined.