

Applying
for your
child's



primary/infant/junior school *place*

2016/17



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Timetable for applying for a primary, infant or junior school place

The timetable for applying for a primary, infant or junior place for 2016 is:

1 September 2015:	Parents receive letter advising how and when to apply
1 September 2015:	On-line application process begins
15 January 2016:	Closing date for applications. Applications received after this date will be treated as late
16 April 2016:	National offer day for on time applications
June to July 2016:	Appeals against a refusal of a place are held during this period

How to apply

You must make your application to the local authority where your child lives, even if you wish to apply for a school in another local authority. If you wish to apply for a Leicester city school but you don't live in the city, you must apply through your own local authority (the authority you pay your Council Tax to).

You must apply online at leicester.gov.uk/admissions

There are lots of advantages to applying online:

You can apply any time up to midnight on **15 January 2016**

- It is easy, quick, safe and secure
- There are clear simple prompts to guide you through the process
- You will receive an email to say we have received your application
- You can make changes to your application right up to midnight before submitting it on 15 January 2016
- You will receive your decision straightaway on national offer day on 16 April 2016, rather than having to wait for a letter
- If you don't have an email account, you'll need to set one up. For help with doing this, go to learnmyway.com/get-started/email and follow the instructions.

If you don't have access to a computer or the internet, you can use one at any of the libraries or the Customer Services Centre at Granby Street, where access is free and staff will be on hand to help you.

Where to get help

There's lots of support available to help you make your on-line application. The application page has lots of helpful hints. You can also get help applying at:

Customer services centres:

Customer Service Centre 91 Granby Street Leicester, LE1 6FB	Monday Tuesday Wednesday Thursday Friday	8.30am - 5.00pm 8.30am - 5.00pm 9.30am - 6.00pm 8.30am - 5.00pm 8.30am - 4.30pm
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Libraries:

Aylestone Library Aylestone Leisure Centre,
2 Knighton Lane East, LE2 6LU (0116) 233 3040

Beaumont Leys Library
Beaumont Way, LE4 1DS (0116) 299 5460

Belgrave Library
Cossington Street, LE4 6JD (0116) 299 5500

Braunstone Library
Braunstone Avenue LE3 1LE (0116) 299 5476

Central Library
Bishop Street, LE1 6AA (0116) 299 5401

Evington Library
200 Evington Lane, LE5 6DH (0116) 221 1286

Fosse Library
Mantle Road, LE3 5HG (0116) 225 4995

Hamilton Library
20 Maidenwell Avenue LE5 1BL (0116) 221 2790

Highfields Library
98 Melbourne Road, LE2 0DS (0116) 299 5494

Knighton Library
Clarendon Park Road, LE2 3AJ (0116) 299 5477

New Parks Library
321 Aikman Avenue, LE3 9PW (0116) 229 8200

Rushey Mead Library
Lockerbie Walk, LE4 7ZX (0116) 266 5112

Southfields Library
Saffron Lane, LE2 6QS (0116) 299 5480

St. Barnabas Library
French Road, LE5 4AH (0116) 299 5450

St. Matthews Library
50 Malabar Road, LE1 2PD (0116) 222 1045/6

Westcotes Library
Narborough Road, LE3 0BQ (0116) 299 5510

Choice Advice Service

The Choice Advice service provides free, impartial and independent advice on the admissions and application process. However, they cannot offer or guarantee school places or influence the allocation process. They will guide you through the admission process but will not make decisions on your behalf. The Choice Adviser can be contacted on

0116 257 4990 or at choiceadvice@valonline.org.uk

Things to consider before submitting your application

You can apply for up to three schools and we strongly advise you to use all your preferences. You can also ask to be considered for a place at your catchment area school if we are not able to offer any of your preferred schools to maximise your chances of being offered a local school. To help you decide which schools you want to apply for you should:

- Find out about your catchment area school and visit. You can find out which is your catchment school on the website, leicester.gov.uk/admissions
- Read the oversubscription criteria for the schools you are considering (on pages 10 - 11 and 29 - 48) to assess your chances of being offered a place. The criteria are used to determine which children will be allocated places at a school if there are more applications than places available.
- Consider how popular the school is and your child's chances of getting a place there. Look at the information for individual schools (starting on page 18).
- Look at other sources of information such as the school performance tables at education.gov.uk/schools/performance or recent school inspection reports at ofsted.gov.uk.
- Consider how your child will get to your preferred schools and any transport issues which may arise.
- If you want a place at the school where your child attends nursery you must still apply. Please note attendance at nursery is not taken into account in the allocations process.
- If your child is at an infant school and due to transfer to junior school you must apply for a junior (or primary) school (see pages 45 - 46).

This information can help you to identify realistic preferences.

Catchment area school

All addresses in the city are located within the catchment area of a community school. In the past most children whose parents applied on time for their catchment area school were offered a place. This is because children living in the catchment area have a relatively high priority within the oversubscription criteria. However you must either list your catchment area school as one of your three preferences or request it to be added as an additional preference if you want to be as sure as possible of getting a place there. We will not automatically offer your catchment area school. You will be able to opt out of this arrangement by requesting to do so.

Transferring from infant to junior school

If your child is in Year 2 at an infant school, you need to apply for a junior school place. There is no automatic transfer. Pairs of infant and junior schools are classed as "linked". This means that children at infant schools have priority for places at the linked junior school, especially if they have siblings at either school.

You can also apply for a Year 3 place at a primary school as one of your preferences. However, children already in a primary school in Year 2 usually stay on at the school, so most primary schools will be full and there may not be places for other children.

Applying for your preferred schools

Please ensure you submit your application by **15 January 2016**. Applications received after this date will be treated as late and will be dealt with after those received on time and you are less likely to be offered a place at your preferred schools. This is because on time applications are considered before late applications and consequently schools may be full before late applications are considered. You should keep a copy of your online receipt.

Please remember to include details of any siblings at your preferred schools or linked infant and junior schools as this information can affect your child's chance of being offered a place. A list of those who are classed as siblings is on page 11.

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 by the closing date of **15 January 2016**. If you change your preferences after the closing date they will be dealt with as a late application.

A change made after that date will only be accepted as being on time if there is a genuine reason for doing so -- for example if a family has moved into Leicester after the closing date. Proof of this will be required.

Moving house

If your family is in the process of moving house you must still apply by the closing date – **15 January 2016**, 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 apply via your home local authority by **15 January 2016**.

If you move before the national offer date of **16 April 2016**, 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 your new address 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.

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 confirming exchange of contracts. If this information is insufficient or inconclusive, we may 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.

We cannot accept informal accommodation arrangements with family or friends unless there are very special circumstances and we will need to see supporting proof.

We 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 misleading application.

Who decides who is offered places?

Offers of places at all Leicester City schools are made by the City Council's Admissions Service. However, decisions about who qualifies for a place at schools depends on the type of school, but all schools must apply their published admission arrangements.

Community and voluntary controlled schools

Community schools all follow the local authority's admissions criteria (set out on page 10). Queensmead Academy also follows the local authority's admissions criteria. There is only one voluntary controlled school in Leicester, St Barnabas CE Controlled Primary School. Its admission arrangements are set out on page 38.

Academies, voluntary aided and free schools

The governing bodies of the following schools are the admission authorities for their schools and they set and publish their own admissions criteria and decide which children to allocate places to.

Academies:

- Humberstone Junior Academy
- Queensmead Academy
- St Thomas More Catholic Voluntary Academy
- Sacred Heart Catholic Voluntary Academy
- Mowmacre Hill Primary School
- The Samworth Enterprise Academy
- St Joseph's Catholic Voluntary Academy

Voluntary Aided (VA) Schools:

- Christ the King Catholic Primary School
- St Patrick's Catholic Primary School
- Belgrave St Peter's C of E Primary School
- Holy Cross Catholic Primary School
- St John the Baptist C of E Primary School
- Hope Hamilton C of E Primary School

Free Schools:

- Krishna Avanti Primary School
- The Falcons Primary School

If you are applying for any of the voluntary aided schools, academies or free schools, you must complete the schools' own supplementary information form as well as applying to Leicester City Council. You must return the supplementary form directly to the school to enable the governing body to assess your application correctly. The supplementary information form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information forms from our website or the schools themselves.

How we process your application

We treat each of your preferences as a separate application, regardless of the order you have listed them.

Community schools

Each school has a published admissions number (PAN). This is the number of pupils who can be admitted to the intake year (Reception, or Year 3 for junior schools). If schools receive more applications than they have places available, we use the published oversubscription criteria to decide who will be offered a place. Places are allocated to those who best meet the oversubscription criteria.

Voluntary aided schools, academies and trust schools

If you have listed a voluntary aided school, academy or free school we send your application details to the relevant school as the school governors decide who should be offered places. If a school receives more applications than they have places available, the governors will use their oversubscription criteria to decide how to allocate places.

If you have applied for a school outside Leicester we will send your application to the local authority in which the school is located. The other local authority will then tell us if they can allocate your child a place.

When we send your application details to the other schools or local authorities we do not send them information relating to any of your other preferences including how you have ranked them.

Oversubscription criteria

(see list of schools on pages 18 - 29 and 45 - 46)

Community and controlled infant and primary schools and Queensmead Academy

Where a school receives fewer preferences than there are places available all pupils will be offered places. 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 a statement of special educational needs or 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 or who were previously in the care of a local authority.
- Criterion 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.
- Criterion 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.
- Criterion 4:** Other children living in the catchment area at the time of application and admission.
- Criterion 5:** Children who do not live in the catchment area served by the school but who have brothers or sisters still attending the school at the time of their application and admission.
- Criterion 6:** 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).
- Criterion 7:** Other children whose parents have requested a place.
- Criterion 8:** Children whose parents did not request a place by the closing date.

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.

Community junior schools

Where a school receives fewer preferences than there are places available all pupils will be offered places. 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 a statement of special educational needs or 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 or who were previously in the care of a local authority.
- Criterion 2:** Children who are on roll at the linked infant school at the closing date for applications who will still be on roll on when the applicant starts school
- Criterion 3:** Children of parents/carers who are fleeing domestic violence, whose application is verified by a senior social worker or who meet Leicester City Council's procedures for housing reallocation for recognised domestic violence.
- Criterion 4:** Children living in the catchment area of the junior school with a sibling at the school or the linked infant school, who will still be on roll when the applicant starts school.
- Criterion 5:** Children living outside the catchment area of the junior school with a sibling at the school or linked infant school, who will still be on roll when the applicant starts school.
- Criterion 6:** Children living in the catchment area of the junior school.
- Criterion 7:** Children living outside the junior school catchment area who have requested a place.

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.

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 function at the time of making an application to the school. A "previously looked after" child is a child who was looked after but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer's partner. In every case, the child must be living in the same family unit at the same address.

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).

Home address means the child's permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. At the time of application means the closing date for applications **15 January 2016**. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

Linked infant and junior schools:

- Catherine Infant and Catherine Junior schools
- Green Lane Infant and Bridge Junior schools
- Humberstone Infant and Humberstone Junior schools
- Imperial Avenue Infant and Folville Junior schools
- Inglehurst Infant and Inglehurst Junior schools
- Kind Richard III Infant and Shaftesbury Junior schools
- Merrydale Infant and Merrydale Junior schools
- Overdale Infant and Overdale Junior schools
- Uplands Infant and Uplands Junior schools

Voluntary aided schools and academies

Admission criteria for these schools are likely to be different from the criteria set out above. Please check the schools pages on 18 - 29 and 45 - 46 for criteria for your preferred schools.

Offering you a school place for your child

You will receive only 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 how you ranked your preferences (i.e. first, second and third) 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.

It is important that you list three, different, preferences.

There are unfortunately a small number of children who cannot be offered a place at any of the schools they have listed. This is because the places were allocated to other children who fulfilled the admission criteria better.

Example of how the preference system works

First preference school	Child did not qualify	School place refused. Applicant can appeal. You can request that your child's name is added to the waiting list
Second preference school	Child did qualify	School place offered
Third preference school	Child did qualify	Child qualified for a higher preference. Preference is no longer required so application is withdrawn

As can be seen from this example it is important you list the three schools you want in order of preference.

Alternative offers

If you live in Leicester and we have not been able to allocate your child a place at any of your preferred schools, or if you have not submitted an application, we will offer your child a place at the nearest school with available places.

If you do not live in Leicester and we have not been able to allocate your child a place at any of your preferred city schools, we will not offer your child a place at any school. You will need to contact the local authority where you live as it is their responsibility to provide you with a school place.

Letting you know your child's offer

If you are a Leicester City resident, you will be notified which school we have offered your child a place by email on **16 April 2016**. We will confirm your offer by letter by second class post.

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

Waiting list

If we are unable to offer you one or more of your preferred community or controlled schools you can ask for your child's name to be put on a waiting list. We hold and maintain the waiting list for the city's community schools. Voluntary aided schools, academies and trust schools hold their own lists and you should contact them directly if you have any queries relating to their waiting lists.

Waiting lists are compiled in oversubscription criteria order. If a place becomes available at a school it will be offered to the first child on the waiting list. We are not allowed to distinguish between on time and late applications when compiling waiting lists so a child can move down as well as up the waiting list, for example, if a child who meets the published admission criteria better than your child requests to go on to the list.

We will contact you if your child is at the top of a waiting list and a place becomes available. You can also contact us to take your child's name off a waiting list should you wish to.

Waiting lists for community and controlled schools are held until the end of the school year. We will then ask you to confirm in writing whether you wish your child's name to remain on the waiting list for the following year. Voluntary aided, academies and free schools may have different timetables for maintaining waiting lists.

Admission appeals

We understand that it can be very disappointing if you are not allocated a place for your child 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 you were refused. If you are refused any of your preferences we will send you information about how to appeal when we let you know your school offer on 16 April 2016. Appeals are heard by panels independent of the local authority and schools.

You may appeal for a place at more than one school but you must have applied for a place at the school and been refused to be eligible to appeal. If we have withdrawn any of your preferences because we were able to offer you a higher preference school you will not be able to appeal for a place at any of those schools withdrawn by us.

Even if you are not satisfied with the school we have offered you and you are appealing for another school we strongly advise you not to reject the place offered to your child. This ensures that your child has a school place if the appeal is unsuccessful.

Decisions by independent appeals panels are binding on all parties and cannot be overturned by schools, council officers, councillors or MPs.

Moving into Leicester during the school year

If you are moving, or have recently moved into Leicester during the school year, you should complete an on-line, in year application at Leicester.gov.uk/admissions

If you are applying for places for more than one child of school age, you need to make a separate application for each child. Include details of siblings on each application. Every effort will be made to keep siblings together, but we cannot guarantee this.

Transfer between schools during the school year

Once your child has joined primary, infant, or junior school a transfer to another school is not recommended. Changing a school is likely to have a negative effect on the continuity of your child's education, their needs will not be known by the new school and you and your child will have to form new relationships with staff and pupils. We strongly advise you to work with your child's current school to resolve any difficulties. Your child's school will have access to support services to help you and your child.

If, after working with your child's current school, you still wish to consider moving your child you will be asked to complete a form and return it to your child's current school for them to complete and return to us.

Fair Access Protocol

All schools in Leicester participate in the City's Fair Access Protocol. This is to secure places during the school year for vulnerable groups of pupils who are without a school place. These pupils will be admitted before any pupils on the waiting list.

Delaying your child starting school

We are required to make arrangements for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

You can request to defer your child's entry to school to any date up until they are of compulsory school age. Please apply for a place for your child in the normal way. You can also request that your child takes up a place part time until they reach compulsory school age.

Children born from the beginning of April to the end of August reach compulsory age on 31 August. Parents can request that their child starts a reception place one year later than their normal year group. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

Parents should discuss this as soon as possible with the schools they are interested in applying for and the local authority. Parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.

Parents who are refused a place at a school for which they have applied have the right of appeal. You do not have a right of appeal if you have been offered a place and it is not in the year group you would like. However, you may complain about this decision. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Local authorities also have a complaints procedure.

Children with Special Educational Needs

All schools make provision to support children who have special educational needs (SEN). Some children have a Statement of SEN or an Education, Health and Care Plan (EHCP) and may attend either a mainstream school or a special school. If your child has a Statement of SEN or EHC Plan, before indicating your preference for a school place, please discuss the position with either the Casework Officer on 0116 454 2050 or the Parent Partnership Service on 0116 257 5027. Please note that you should still apply to us for a school place before **15 January 2016**.

Home to school transport

Is my child eligible for free transport?

Primary age pupils may be eligible for free home to school travel support under these circumstances:

- they attend their nearest suitable school and the walking distance is greater than three miles, or two miles if aged under eight, or
- they attend their nearest suitable school and the walking distance is greater than two miles, and they are eligible for free school meals or their family is in receipt of the maximum level of working tax credits.

Please note that if you choose to send your child to a school that is not the nearest one with places available, then you will not be eligible for free transport.

How do I apply?

Visit www.leicester.gov.uk/schooltransport if you think you are eligible and want to apply for free transport.

Free School Meals

The Education and Children's Services Department can help you claim free school meals. You could be eligible if you receive one of the following benefits:

- **Child Tax Credit**, if your gross family income is less than £16,190 in total each year. However, please note that if you are also entitled to Working Tax Credit you do not qualify for Free School Meals.
- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **National Asylum Seeker Support** under part VI of the Immigration and Asylum Act 1999
- **A guarantee element of State Pension Credit**

If you think you meet any of the above criteria you can:

- Apply online at www.leicester.gov.uk/freeschoolmeals
- Call 0116 454 1009 (option 3) and apply over the telephone. Please ensure that you have your National Insurance number available when you ring.
- Ask your school or any of the Council's Customer Service Centres for an application form.

Primary/Infant schools in Leicester

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	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	see Pg 10
Mr J McGowan Alderman Richard Hallam Primary School Avebury Avenue, Leicester LE4 0FQ Tel: (0116) 262 4003 Fax: (0116) 253 0328 E-mail: office@aldermanrichardhallam.leicester.sch.uk	120	see Pg 10
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	see Pg 10
Mr K Lacey Barley Croft Primary School Malham Close, Leicester LE4 0UT Tel: (0116) 235 9008 Fax: (0116) 235 3497 E-mail: office@barleycroft.leicester.sch.uk www.barleycroft.leicester.sch.uk	45	see Pg 10
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 www.beaumontlodge.leicester.sch.uk	30	see Pg 10
Ms V Tasker Belgrave St. Peter's C of E Primary School Thurstaston Road, Leicester LE4 5PG Tel: (0116) 266 5790 Fax: (0116) 268 0511 Email: admin@belgrave.leicester.sch.uk www.belgrave.leicester.sch.uk	30	Page 34
Ms J Mahil Braunstone Community Primary School (School with additional resources for moderate learning difficulties (KSI only) Cort Crescent, Leicester LE3 1QH Tel: (0116) 285 8130 Fax: (0116) 254 7704 E-mail: abowles@braunstone.leicester.sch.uk www.braunstone.leicester.sch.uk	60	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Mrs A Smith Braunstone Frith Primary School Liberty Road, Leicester LE3 6NN Tel: (0116) 287 2487 Fax: (0116) 287 4020 Email: office@braunstonefrith.leicester.sch.uk www.braunstonefrith.leicester.sch.uk	90	see Pg 10
Mr K Judd Buswells Lodge Primary School Beauville Drive, Leicester LE4 0PT Tel: (0116) 235 2129 Fax: (0116) 234 1550 Email: office@buswellslodge.leicester.sch.uk www.buswellslodge.leicester.sch.uk	60	see Pg 10
Mr M Alcock Caldecote Community Primary School Hallam Crescent East, Leicester LE3 1FF Tel: (0116) 282 4482 Fax: (0116) 240 5840 Email: office@caldecote.leicester.sch.uk www.caldecote.leicester.sch.uk	90	see Pg 10
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 www.catherine-inf.leicester.sch.uk	110	see Pg 10
Ms N Jassat 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	see Pg 10
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@ctk.leicester.sch.uk www.ctkleicester.co.uk	90	see Pg 32
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 www.coleman.leicester.sch.uk	90	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Sara McAdam 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	75	see Pg 10
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	see Pg 10
Kerry Hill Eyres Monsell Primary School Simmins Crescent, Leicester LE2 9AH Tel: (0116) 277 3855 Fax: (0116) 273 8761 Email: admin@eyresmonsell.leicester.sch.uk www.eyresmonsell.leicester.sch.uk	60	see Pg 10
Ms Jasbir Mann Falcons Primary School George Hine House, Gypsy Lane, Leicester LE5 0TD Tel: 07506 977602	60	see Pg 42
Claire Caldwell Forest Lodge Primary School Charnor Road, Leicester LE3 6LH Tel: (0116) 287 1220 Fax: (0116) 287 4590 Email: office@forestlodge.leicester.sch.uk www.office@forestlodge.leicester.sch.uk	90	see Pg 10
Mr R Stone Fosse Primary School Balfour Street, Leicester LE3 5EA Tel: (0116) 251 9261 Fax: (0116) 251 2841 Email: office@fosse-pri.leicester.sch.uk www.fosse-pri.leicester.sch.uk	45	see Pg 10
Mr L Lee 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	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Mr P Fowler Granby Primary School Granby Road, Leicester LE2 8LP Tel: (0116) 283 2013 Fax: (0116) 229 8162 Email: info@granby.leicester.sch.uk www.granby.leicester.sch.uk	60	see Pg 10
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	see Pg 10
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 www.hazel.leicester.sch.uk	60	see Pg 10
Ms J Mitchell Heatherbrook Primary School Astill Lodge Road, Leicester LE4 1BE Tel: (0116) 235 7721 Fax: (0116) 234 1262 Email: office@heatherbrook.leicester.sch.uk www.heatherbrook.leicester.sch.uk	30	see Pg 10
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	60	see Pg 10
Mrs J Ridgewell Highfields Primary School Pluto Close, Leicester LE2 0UU Tel: (0116) 253 1382 Fax: (0116) 262 1651 Email: office@highfields-pri.leicester.sch.uk www.highfields-pri.leicester.sch.uk	45	see Pg 10
Miss J Christy Holy Cross Catholic Primary School Stonesby Avenue, Leicester LE2 6TY Tel: (0116) 283 3135 Fax: (0116) 222 3615 Email: office@holycross.leicester.sch.uk www.holycross.leicester.sch.uk	30	see Pg 29

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
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: admin@hopehamilton.leicester.sch.uk www.hopehamilton.leicester.sch.uk	60	see Pg 37
Yusuf Cambell (Interim Headteacher) Humberstone Infant School Main Street, Humberstone, Leicester LE5 1AE Tel: (0116) 276 7648 Fax: (0116) 276 5860 Email: office@humberstone-inf.leicester.sch.uk www.humberstone-inf.leicester.sch.uk	90	see Pg 10
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 www.imperialavenue.leicester.sch.uk	90	see Pg 10
Ms K Parsons Inglehurst Infant School Ingle Street, Leicester LE3 9FS Tel: (0116) 262 2479 Fax: (0116) 262 5191 Email: office@inglehurst-inf.leicester.sch.uk www.inglehurstinfants.org.uk	75	see Pg 10
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 www.kestrelsf.leicester.sch.uk	120	see Pg 10
Mrs J Barrett King Richard III Infant and Nursery School Andrewes Street, Leicester LE3 5PA Tel: (0116) 262 1905 Fax: (0116) 242 2236 Email: office@kingrichards.leicester.sch.uk www.kingrichards.leicester.sch.uk	60	see Pg 10
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	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Ms M Lawson Krishna-Avanti Primary School (Free School) Spencefield Lane, Evington, Leicester LE5 6HN Tel: (0116) 241 9880 Email: info@krishna-avanti-leicester.org.uk www.krishna-avanti-leicester.org.uk	60	see Pg 40
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 www.linden.leicester.sch.uk	60	see Pg 10
Mrs S Crichton Marriott Primary School Marriott Road, Leicester LE2 6NS Fax & Tel: (0116) 283 2433 Email: office@marriott.leicester.sch.uk www.marriott.leicester.sch.uk	45	see Pg 10
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 www.mayflowerprimary.org.uk	60	see Pg 10
Ms S Niner / Mr S Williams 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 www.medway.leicester.sch.uk	60	see Pg 10
Ms K Hammond Mellor Community Primary School Checketts Road, Leicester LE4 5EQ Tel: (0116) 294 6098/6099 Fax: (0116) 221 2798 Email: office@mellor.leicester.sch.uk www.mellor.leicester.sch.uk	90	see Pg 10
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 www.merrydale-inf.leicester.sch.uk	90	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
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	see Pg 10
Mrs S O'Mara Mowmacre Hill Primary School Tedworth Green, Leicester LE4 2NG Tel: (0116) 235 6350 Fax: (0116) 236 4687 Email: office@mowmacrehill.leicester.sch.uk www.mowmacrehill.leicester.sch.uk	60	see Pg 10
Ms S Ridley Northfield House Primary School Northfield Road, Leicester LE4 9DL Tel: (0116) 276 7761 Fax: (0116) 274 2060 Email: office@northfieldhouse.leicester.sch.uk www.northfieldhouse.leicester.sch.uk	50	see Pg 10
Ms P Maksymiw Overdale Infant School Eastcourt Road, Leicester LE2 3YA Tel: (0116) 288 2724 Fax: (0116) 257 0323 Email: admin@overdale-inf.leicester.sch.uk www.overdale-inf.leicester.sch.uk	90	see Pg 10
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 www.parksprimary.org	60	see Pg 10
Mr A Clarke Queensmead Primary Academy Winstanley Drive, Leicester LE3 1PF Tel: (0116) 285 8518 Fax: (0116) 255 4696 Email: admin@queensmeadacademy.org www.queensmead.net	60	see Pg 10
Mr D Toon Rolleston Primary School Hillsborough Road, Leicester LE2 9PT Tel: (0116) 278 2300 Fax: (0116) 277 3262 Email: office@rolleston.leicester.sch.uk www.rolleston.leicester.sch.uk	60	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
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	see Pg 10
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 www.rusheymead-pri.leicester.sch.uk	90	see Pg 10
Ms K Hayles Sacred Heart Catholic Voluntary Academy Mere Close, Leicester LE5 3HH Tel: (0116) 262 4418 Fax: (0116) 253 8230 Email: office@sacredheart.leicester.sch.uk www.sacredheart.leicester.sch.uk	60	see Pg 29
Mrs 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	see Pg 10
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 www.scraptoftvalley.leicester.sch.uk	60	see Pg 10
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	see Pg 10
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	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Ms K Falconer (<i>Executive Head</i>) Miss R Jones (<i>Head of School</i>) Sparkenhoe Community Primary School Saxby Street, Leicester LE2 0NE Tel: (0116) 251 2686 Fax: (0116) 262 1816 Email: office@sparkenhoe.leicester.sch.uk www.sparkenhoe.leicester.sch.uk	60	see Pg 10
Ms Stretton Spinney Hill Primary School & Community Centre Ventnor Street, Leicester LE5 5EZ Tel: (0116) 273 7047 Fax: (0116) 273 8807 Email: admin@spinneyhill.leicester.sch.uk www.spinneyhill.leicester.sch.uk	90	see Pg 10
Mr P Davies St. Barnabas C of E Primary School St Barnabas Road, Leicester LE5 4BD Tel: (0116) 276 7612 Fax: (0116) 246 0124 Email: admin@st-barnabas.leicester.sch.uk www.st-barnabas.leicester.sch.uk	43	see Pg 38
Mr A Marshall St. John the Baptist C of E Primary School (Aided) East Avenue, Leicester LE2 ITE Tel: & Fax: (0116) 270 9932 Email: office@st-john.leicester.sch.uk www.st-john.leicester.sch.uk	68	see Pg 35
Mrs A Leslie St. Joseph's Catholic Voluntary 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	see Pg 29
Mrs C Browne St. Mary's Fields 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	see Pg 10
Mr M Olszewski St. Patrick's Catholic Primary School Harrison Road, Leicester LE4 6QN Tel: (0116) 266 1149 Fax: (0116) 261 1356 Email: school.office@st-patricks.leicester.sch.uk www.st-patricks.leicester.sch.uk	30	see Pg 29

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Mrs P Mason St. Thomas More Catholic Voluntary Academy Newstead Road, Leicester LE2 3TA Tel: (0116) 270 6365 Fax: (0116) 270 6365 Email: office@st-thomasmore.leicester.sch.uk www.thomasmoreprimary.org.uk	40	see Pg 29
Mrs J Gadsby Stokes Wood Primary School Blacklett Avenue, Leicester LE3 9BX Tel: (0116) 287 5305 Fax: (0116) 232 1032 Email: office@stokeswood.leicester.sch.uk www.stokeswood.leicester.sch.uk	60	see Pg 10
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 www.taylor.leicester.sch.uk	90	see Pg 10
Mr Ian Harrison The Samworth Enterprise Academy Trenant Road, Leicester LE2 6UA Tel: (0116) 278 0232 Fax: (0116) 278 8783 Email: office@samworthenterpriseacademy.org www.samworthenterpriseacademy.org	60	see Pg 44
Mrs C Adederin Thurnby Lodge Primary School Dudley Avenue, Leicester LE5 2EG Tel: (0116) 241 3086 Fax: (0116) 241 3165 Email: office@thurnbylodge.leicester.sch.uk www.thurnbylodge.leicester.sch.uk	30	see Pg 10
Mrs M Orton Uplands Infant School Melbourne Road, Leicester LE2 0DR Tel: & Fax: (0116) 262 5280 Email: office@uplands-inf.leicester.sch.uk www.uplandsinfant.org.uk	120	see Pg 10
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.whitehallprimary.co.uk	90	see Pg 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Ms S Ridley Willowbrook Primary School Roborough Green, Leicester LE5 2NA Tel: (0116) 241 3756 Fax: (0116) 241 9669 Email: office@willowbrook.leicester.sch.uk www.willowbrook.leicester.sch.uk	60	see Pg 10
Mrs H King 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	90	see Pg 10
Mrs E Lambert Woodstock Primary School Hattern Avenue, Leicester LE4 2GZ Tel: (0116) 235 5825 Fax: (0116) 236 8277 Email: office@woodstock.leicester.sch.uk www.woodstockprimary.org.uk	60	see Pg 10
Mrs M O'Dell Wyvern Primary School Wyvern Avenue, Leicester LE4 7HH Tel: (0116) 266 1408 Fax: (0116) 266 6782 Email: info@wyvern.leicester.sch.uk www.wyvern.leicester.sch.uk	60	see Pg 10

Oversubscription Criteria for:

- Sacred Heart Catholic Voluntary Academy
- St Joseph's Catholic Voluntary Academy
- St Thomas More Catholic Voluntary Academy
- Holy Cross Catholic Voluntary Aided Primary School
- St Patrick's Catholic Voluntary Aided 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.

1. Catholic looked after or previously looked after children. (see notes 1 and 2).
2. Catholic (see note 2) children living in the parish(es) served by the school
3. Catholic (see note 2) children living outside these parish(es)
4. Other children who are classed as looked after or previously looked after children (see note 1).
5. Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England'. (See note 3).
6. Other children and those for whom no Supplementary Form has been received

First priority in all categories will be given to siblings (see note 4) 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 (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admissions number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by drawing lots.

Note 1

Definition of looked after children or previously looked after children

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 2

Definition of Catholic

- A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic Church
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records).

Note 3

Churches Together in England

(See churches-together.org.uk for further details on membership)

- The Baptist Union
- British Antiochian Orthodox Church
- Cherubim and Seraphim Council of Churches
- The Church of England
- Church of God Prophecy
- Church of Scotland (in England)
- Congregational Federation
- Coptic Orthodox
- Council of African and Caribbean Churches
- Council of Oriental Orthodox Churches
- Ichthus Christian Fellowship
- Independent Methodist Churches
- Joint Council for Anglo-Caribbean Churches
- Lutheran Council of Great Britain
- The Methodist Church
- United Reform Church
- Wesleyan Holiness Church

Note 4

Definition of brothers and sisters (siblings)

The governors of each school use the same definition as used by the local authority.

Note 5

Place of residence

The governors of each school use the same definition as used by the local authority.

Note 6

Parents / carers

The governors of each school use the same definition as used by the local authority. For information on which parishes are served by a particular school please contact the school.

Oversubscription criteria for

● Christ the King Catholic Voluntary Aided Primary School

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.

1. Catholic looked after or previously looked after children. (see notes 1 and 2).
2. Catholic children who will have a sibling (see note 3) attending the school at the time of admission and submit a mass verification form to show that they attend mass weekly.
3. Catholic (see note 2) children living in the parish(es) of Blessed Sacrament, Mother of God or St Peter's
4. Catholic children who will have a sibling (see notes 2 and 3) 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 (see note 2) 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 children (see note 1).
7. Other children who will have a sibling (see note 3) at the school at the time of admission
8. Other children and those for whom no supplementary form has been returned.

Priority in Categories 1, 3 and 5 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

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.

Note 1

Definition of looked after children or previously looked after children

A child who is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time application for his / her admission is made and who will still be looked after at the time when he / she is admitted to school or a child who was looked after but ceased to be so because they were adopted or who has become subject to a residence order or a special guardianship order immediately after being looked after.

Note 2

Definition of Catholic

- A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome (Pope Francis). Advice available from Diocesan Education Service.
- A child baptised in another Christian denomination who has been received into full communion with the Catholic church
- A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism or reception into the Catholic church (parishes are requested to keep appropriate records). Written verification signed by a Catholic priest and stamped with the parish stamp will be required.

Note 3

Definition of sibling (brothers and sisters)

Sibling includes; step, foster or half-brother/sister living at the same address.

Note 4

Place of residence

The governors of each school use the same definition as used by the local authority.

Note 5

Parents/carers

The governors of each school use the same definition as used by the local authority.

Oversubscription criteria for

● Belgrave St Peter's C of E Voluntary Aided Primary School.

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 criteria for

● St John the Baptist C of E Voluntary Aided Primary School

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 (or Education Health and Care Plan) 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 following admission criteria, listed in order of priority:

1. A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989); or who was (c) a looked after child immediately prior to becoming subject to an adoption, residence, or special guardianship order.
2. A child 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, or their parent, or someone with legal 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 Church of England church, or of another 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, or their parent, or someone with legal 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 church as recognised by Churches Together in England (see below).
6. All other children.

It is the applicant's responsibility to ensure that any certificates (copies, not originals please) and/or letter of support are submitted together with the application. For definitions of the above criteria please contact the school.

Priority under the admissions criteria is cumulative. Where several applications have equal priority, they are ranked by distance from the school. This will be the straight line distance between the main entrance to the school and the child's usual place of residence, with those living closest to the school receiving the highest priority. Where two or more applications are still tied, even after application of the above distance criterion, the place will be allocated by random allocation administered by the Governing Body's Admissions Committee.

Churches Together in England:

- Church of England Salvation Army
- The Baptist Union of Great Britain Roman Catholic Church
- Council of African and Afro-Caribbean Churches Free Churches' Council
- Independent Methodist Churches Moravian Church
- Lutheran Council of Great Britain Methodist Church
- Religious Society of Friends United Reform Church
- Russian Orthodox Church Cherubim and Seraphim Council of Churches
- Ichthus Christian Fellowship Greek Orthodox Church
- Council of Oriental Orthodox Christian Churches Joint Council for Anglo-Caribbean Churches
- New Testament Assembly Wesleyan Holiness Church

Oversubscription criteria for

● Hope Hamilton C of E Voluntary Aided Primary School.

In accordance with government legislation the Governing Body will admit children who have a Statement of Special Educational Needs that names Hope Hamilton Primary as the appropriate school.

Where there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children - Children who are in care of the local authority pursuant to section 31 3c of the Children Act 1989, or children accommodated by the local authority pursuant to Section 20 of the Children Act 1989 or were previously looked after children. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted or become subject to a residence order or special guardianship order).
2. Foundation - Children whose 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. Sibling - Children with a brother or sister at the school on the intended day that the new child will be admitted. Brother or sister includes half brother, half sister, step-brother, step-sister, adopted brother or 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 in the same family unit at the same address.
4. Community - Children who live in the priority area (catchment area) for the school at the time of application and admission.
5. Other Children - Distance will be measured in a straight line from the front door of the child's normal place of residence to the main entrance of the school. Distance measurements will be supplied by the local authority geographical information system.

Tie break

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, random allocation will be used. This process will be independently verified.

Oversubscription criteria for

● St Barnabas C of E Voluntary Controlled Primary School

1. Children in the care of a local authority or who were previously in the care of a local authority. (See note 1)
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. (See note 2)
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 who have brothers or sisters still attending the school at the time of their application and admission. (See note 2)
6. Children whose parents are basing their application on religious convictions.
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.

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 residence order or special guardianship order.

Note 2

By siblings we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address.

If a school's Published Admission Number is exceeded within a category then a tie break will be used.

PWithin each criterion priority will be given to 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 (a geo code is a position on a map) 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 local authority not involved in the administration of school admissions.

In the case of 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.

Oversubscription criteria for

● Krishna Avanti Primary School

Where there are more applications for places than the number of places available, places will be offered according to the 'community' and 'faith' oversubscription criteria set out below.

After the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order within each of the two entry streams (community children and faith children):

Community children (non-faith places) -- 30 places

1. Children who are looked after or were previously looked after as defined in paragraph 1.7 of the School Admissions Code 2012
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 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. Children from practising Hindu families who are looked after or were previously looked after, as defined in paragraph 1.7 of the School Admissions Code 2012
2. Up to 10 children from practising ISKCON families, as defined below and identified on the supplementary application form (SIF)
3. Children from other practising Hindu families, as defined below and identified on the SIF, who live the shortest distance to school gate (measured in a straight line)

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

Tie break

If a tie-break occurs within faith criteria above, in order to determine which child is admitted, priority will be given to those who live the shortest distance to the school gate (measured in a straight line).

Where two or more applicants live equidistant from the school and places cannot be offered to all children, the places will be offered using random allocation in the presence of an independent witness.

Twins and multiple births:

In cases where only one place is available and twins (or other multiple birth children) tie for that place both (or all) will be offered a place even if this exceeds the Planned Admission Number.

ISKCON and Other Hindu Places

Evidence of either of these two categories of faith application (if claimed) is provided by applicants on the Supplementary Information Form (SIF). Applicants must complete the relevant parts of the form and then ask an authorised officer at their local temple to countersign the form.

ISKCON helped to establish the school. Priority (after looked after children or previously looked after children from Hindu families) is therefore given for up to 10 places to children who worship with their families at an ISKCON centre. The other faith places are for other Hindu children.

Oversubscription criteria for

● Falcons Primary School

The Falcons Primary School is a new school that will open in August 2014. The location of the school is not yet confirmed.

Those children whose statement of special educational needs (SEN) names the school in their statement will be admitted first.

Where the school is oversubscribed the school will split the applications by faith and non faith and rank the application in accordance to the following oversubscription criteria:

Sikh faith criteria. (30 places - see note 1 below)

1. Children of Sikh faith that are looked after, or were previously looked after (see note 2).
2. Sikh children with exceptional medical, social or welfare needs (see note 3).
3. Sikh children with older siblings attending at the same time (see note 4).
4. Sikh children living nearest to the school (see notes 5 and 6)

Non-Sikh faith criteria (30 places)

1. Children of non-Sikh faith that are looked after, or were previously looked after (see note 2)
2. Children with exceptional medical, social or welfare needs (see note 3)
3. Children with older siblings attending at the same time (see note 4)
4. Children living nearest to the school (see notes 5 and 6)

Note 1

Sikh faith applicants, in addition to completing the school application form (for in year applications) or Leicester City Council's common application form (for first time admission to reception year) must forward directly to the Akaal Education Trust, a letter from their Sikh Gurdwara (acknowledged Sikh place of worship) confirming the applicant has a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib Ji and that they regularly attend a Gurdwara.

Note 2

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). A previously looked after child is one who was looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A letter from the last local authority the child was in care with confirming the child was in care will be required. The length of time in care is irrelevant.

Note 3

For criterion 2, the application must be accompanied with professional supporting documentation that confirms the reasons or supports why an application for a place at the school is needed.

Note 4

Siblings include brothers or sisters including half brother or sister or legally adopted children, but does not include cousins living at the same address. The sibling must be an older sibling attending the school at the same time.

Note 5

Nearest distance is measured in a straight line from where the home (permanent residence see definitions below) meets a public highway to the school's main front gate, using a computerised map tool.

Note 6

Should it be necessary to operate a tie-breaker the place will be awarded by a process of random selection i.e. lots will be drawn by someone independent of the school.

Oversubscription criteria for

● The Samworth Enterprise Academy

After the admission of pupils with Statements of Special Educational Needs where The Samworth Enterprise Academy is named on the statement, the criteria will be applied in the following order:

Admissions to Foundation 2

- a. Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 Looked After Children
- b. Children with a professionally supported medical or social need for a place at The Samworth Enterprise Academy who live in the Designated Geographical Area (DGA)
- c. Children of parents living in the DGA
- d. Children whose siblings currently attend The Samworth Enterprise Academy and who will continue to do so on the date of admission.
- e. Children on the basis of proximity to the school using straight line measurement from the main entrance of The Samworth Enterprise Academy to the main entrance of the child's home.

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

Definitions

Children are siblings if they are half, full or adoptive brother or sister or if they are children living in the same household.

Living means that the child's home address is that where the child spends the majority of time and is living with the person who has parental responsibility and/or is the main carer set out in the Children Act 1989. If a child regularly lives at more than one address, the main address when allocating places will normally be taken as the address where Child Benefit is paid and / or where the child is registered with a doctor.

Junior schools in the City of Leicester

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Mr P Driver Bridge Junior School Mere Close, (off Mere Road) Leicester, LE5 3HH Tel: 0116 253 6092 Email: office@bridge.leicester.sch.uk Web: www.bridge.leicester.sch.uk School Day: 8.40am – 3.15pm	90	see page 10
Ms J Denning Catherine Junior School Brandon Street Leicester, LE4 6AZ Tel: 0116 262 5896 Email: office@catherine-jun.leicester.sch.uk Web: www.catherine-jun.leicester.sch.uk School Day: 8.50am – 3.20pm	120	see page 10
Mr Bruce Wells Folville Junior School Folville Rise Leicester LE3 1EE Tel: 0116 282 4368 Email: office@folville.leicester.sch.uk Web: www.folville.leicester.sch.uk School Day: 8.50am – 3.10pm	90	see page 10
Miss Annemarie Williams Humberstone Junior Academy Main Street, Humberstone, Leicester, LE5 1AETel: Tel: 0116 276 7248 Email: office@humberstoneacademy.co.uk Web: www.humberstonejunioracademy.co.uk School Day: 8.55am – 3.15pm Mon - Thu, 3.10pm Fri As this school is an Academy, the governing body is the admissions authority and therefore the school decides which children to allocate places to.	90	see page 47
Mr D Bullock Inglehurst Junior School (School has additional resources for moderate learning difficulties) Ingle Street Leicester, LE3 9FS Tel: 0116 262 4598 Email: office@inglehurst-jun.leicester.sch.uk Web: www.inglehurstjunior.org.uk School Day: 8.50am – 3.00pm	75	see page 10

Headteacher Postal Address Telephone, Fax, Email & Web	Admission Number	Admission Criteria
Mrs C Mugglestone Merrydale Junior School Claydon Road Leicester, LE5 0PL Tel: 0116 276 7708 Email: lthomas@merrydale-jun.leicester.sch.uk Web: www.merrydalejuniors.com School Day: 8.45am – 3.20pm	90	see page 10
Mrs J Hart Overdale Junior School Eastcourt Road Leicester. LE2 3YA Tel: 0116 288 3736 Email: admin@overdale-jun.leicester.sch.uk Web: www.overdale-jun.leicester.sch.uk School Day: 8.55am – 3.20pm	90	see page 10
Mr K Stewart Shaftesbury Junior School Latimer Street Leicester, LE3 0QE Tel: 0116 254 9203 Email: office@shaftesbury.leicester.sch.uk Web: www.shaftesbury.leicester.sch.uk School Day: 8.50am – 3.05pm	60	see page 10
Mrs Moira Hunt (Executive Head) Uplands Junior School Melbourne Road Leicester, LE2 0DR Tel: 0116 253 8407 Email: office@uplands-jun.leicester.sch.uk Web: www.uplands-jun.leicester.sch.uk School Day: 8.55am – 3.10pm	120	see page 10

Admission criteria for

● Humberstone Junior Academy

1. Children in the care of a Local Authority and previously looked after children
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 or linked school but not the nursery.

The Linked Schools are:

Humberstone Infant School and Humberstone Junior Academy

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 who have brothers or sisters attending the school at the time of their admission. Siblings must be attending the same or linked schools but not the nursery.
6. 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).
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date

Tie-break Criteria

Within each 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 measuring system measuring from the GEO measuring point from the child's home address to the GEO code reference point to the school. In the unlikely event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis on lots drawn by a Director from Humberstone Junior Academy 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 would ordinarily be refused, places will be offered to the remaining sibling at the same school.

Operation of Waiting Lists

Where in any year, Humberstone Junior Academy receives more applications for places than there are available, a waiting list will operate. The list will be maintained by Humberstone Junior Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

Children's position on the waiting lists will be determined solely in accordance with the criteria set out in the over-subscription criteria. Where places at the academy become available they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down on the list. At the end of the academic year, those on the waiting list will be contacted to determine if they wish to reapply for the following academic year and if applicable the child will be put on the waiting list for that admission year.

Arrangements for Appeals Panels

Parents have the right to an independent appeals panel if they are dissatisfied with a decision of Humberstone Junior Academy. The appeal panel will be independent of the academy and will be composed of 3 members who will include

- At least one person who has no personal experience of Humberstone Junior Academy defined as a lay member
- At least one person with experience in education

The arrangements for appeals will be in line with the school admissions appeals code of practice.

The determination of the appeals panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Parents will normally have 20 school days after notification of a place not being offered at the academy to lodge an appeal.

Parents wishing to appeal against an admission decision by the academy should send a completed appeal form to the clerk to the appeal panel at the address on the appeal form. Other documents / additional evidence may be submitted in support of an appeal and should be lodged with the clerk to the appeals panel not less than 7 days before the appeal hearing. At least 7 days before the hearing the academy will provide the parent with a written statement detailing the reasons why it has not been possible to admit the child.

For applications for in-year admissions, appeals must be heard in 30 school days of the appeal being lodged. For applications made in the normal admissions round appeals must be heard within 40 school days of the deadline for lodging appeals. Parents will be given at least 10 school days notice of their appeal hearing.

Parents will be informed of the outcome of the appeal in writing within 5 school days of the hearing. In the case of unsuccessful appeals, the appeal panel will give the parents the reasons for not upholding the appeal.

Notes



Leicester
City Council

September 2015