
LEICESTERSHIRE LEA PRIORITY CRITERIA

PLEASE NOTE THAT PRIORITY CRITERIA FOR AIDED AND FOUNDATION SCHOOLS IS CONTAINED IN "YOUR GUIDE TO EDUCATION IN LEICESTERSHIRE"

If there are too many requests for a place in a school, priority will be given to children in the appropriate age-range in the following order:

1. Pupils who have a statement of Special Educational Needs.
2. Pupils who live in the catchment area.
3. Pupils who will have an older brother or sister attending the same school at the same time. [For 11-18 schools this priority is limited to brothers and sisters in the same age-band, either 11-14 (years 7-9) or 14-19 (years 10-13).]
4. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation must be sent with this form) (see note iv. below)
5. Pupils who have attended a feeder school for at least two years before the time of transfer. (see note v below)
6. Pupils transferring to secondary school who will have an older brother or sister attending either the linked upper school or the same 11-18 school at the same time.
7. Pupils requesting a CE controlled school on bona fide denominational grounds. (This criterion is only used if the school has requested it). (See note vi below)
8. Pupils who live nearest to the school. (Distance is measured by a direct line from where the home meets the public highway to the main gate of the school)

NOTES:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. The child's place of residence is taken to be the parental home
- iii. The term "Brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- iv. The following are some examples of the sort of cases the LEA might regard as exceptional:
 - A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending the allocated school and therefore needs to attend an alternative school.
 - A child whose parent has recently died or is suffering from a serious illness.
 - A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).
 - A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.
 - A child with a serious medical condition which would make the preferred school particularly suitable (asthma and eczema do not come into this category).
 - Children in public care.

This list is not exclusive, and each case will be considered on its individual merits.
- v. A child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before s/he would be admitted to the requested school.
- vi. A minister's letter is required to support an application on denominational grounds. There is no free transport entitlement to voluntary controlled schools in this case.

LEICESTERSHIRE EDUCATION AUTHORITY
SECONDARY SCHOOL TRANSFERS - NOTES FOR GUIDANCE

1. FILLING IN THE FORM

If you are requesting a place as part of the secondary transfer cycle:

All parents residing in Leicestershire and requesting places in secondary schools must complete the attached application form. All parents must complete the form whether they are requesting a place in the catchment area school, in another LEA school, in a voluntary aided school, in a foundation school or in a school within another Education Authority.

If you are requesting a place because you have moved in to the area or wish to transfer your child to a different secondary school, e.g. a mid term application:

This form should be completed for all requests in Leicestershire LEA schools, whether or not you reside in the County. Requests for voluntary aided and foundation schools should be made direct to the school and requests for schools in another LEA should be made to that LEA.

The form should be returned to the Education Department at the address shown on the form. This should be done as soon as possible (or by the published closing date if part of the secondary transfer cycle) **If you would like further advice please contact Allocations Section at County Hall (tel. 0116 3056684).**

2. PARENTS' REQUESTS

If you are thinking of making a request for a school that is not your catchment area school, it is recommended that you visit both the catchment area school and any schools you are considering. Every effort is made to agree as many parents' requests as possible, but sometimes schools do not have enough room for all the requests. If parents want to request a place in the catchment area school for their child they must include the school as one of their preferences on this form and sign and return it promptly.

Although we are asking you to rank your preferences, this does not necessarily mean that we can make you an offer of a place according to those preferences. Please note that for some schools there may not be enough space for all out of catchment children requesting places and some parents' requests may have to be refused. Even if children from your area have been allowed places in the past, please do not assume that this will be possible in future. The LEA's criteria for allocating places are listed in Your Guide to Secondary Education which is supplied with this pack.

Please note that any approval given for your child to attend an out of catchment school will only be for one stage of education. At later transfer stages (e.g. higher to upper school) you will need to make a fresh application.

If, as part of the transfer cycle, you fail to name your catchment area school as one of your preferences, then a place may not be available there if your other requests cannot be agreed. This may mean your child having to attend a more distant school with possible transport difficulties.

3. SECONDARY TRANSFER CYCLE : LATE APPLICATIONS

Late applications and requests for changes to list of preferences will be dealt with as follows:

Received after 24th October deadline but before 1st March

When Leicestershire LEA considers that they are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since the 24th October, or a family are returning from abroad, these will be considered along with the applications received before the deadline, **providing documentary evidence of the reason for lateness is also received.**

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the deadline.

Received after 1st March

These will be dealt with as and when they arrive. Allocations will only be made where spare places exist.

4. APPEALS

If you are unsuccessful in your request you may appeal to an independent appeals panel. Before appealing you may wish to discuss your situation with officers of the Education Department. Late requests or appeals are only considered in exceptional circumstances.

5. TRANSPORT

Free transport is only normally provided by the Local Education Authority if the school chosen is either the catchment area school, or a nearer school to the home address, and is the distance from home to school is more than three miles for secondary age children. For pupils attending a voluntary aided school, transport is provided free of charge if the choice of school is made on bona fide denominational grounds and the school is either the nearest CE aided school (for CE children) or the RC aided school (for RC children) designated by the LEA for the child's home address and the distance from home to school is more than three miles for secondary aged pupils and two miles for primary aged pupils. (Fare-paying places on buses may be available, but cannot be guaranteed and must be applied for - contact School Transport Helpline 0116 3057055).

6. OTHER AREAS

If you wish to apply for transfer to a secondary school in another Local Education Authority as part of the secondary transfer cycle, under the Co-ordinated Admission

Scheme this has to be done via Leicestershire LEA if you are resident within Leicestershire Education Authority.