

## NOTES OF GUIDANCE

### 1. LEICESTERSHIRE LEA PRIORITY CRITERIA

If there are too many requests, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order:-

- 1) Pupils who have a Statement of Special Educational Need.
- 2) Pupils who live in the catchment area. (*See note (ii) below.*)
- 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 and upwards).] (*See notes (iii) and (iv) below.*)
- 4) Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation required.) (*See note (v) below.*)
- 5) Pupils who will have attended a feeder school for at least two years before the time of transfer. (*See note (vi) below.*)
- 6) Pupils transferring to secondary schools who will have an older brother or sister attending either the linked upper school or the same 11-18 school at the same time. (*See notes (iii) and (iv) below.*)
- 7) Pupils requesting a CE controlled school on bona fide denominational grounds. (This criterion is only used if the school wishes it.) (*See note (vii) below.*)
- 8) Pupils who live nearest to the school. (*See note (viii) below.*)

#### **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 Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.
- v. If criterion 4 is used, the following are 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 the alternative school.

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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 a 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.

- vi For criterion 5 above, the child must have been enrolled at the feeder school on or before the start date of the Autumn Term two years before transfer.
- vii For criterion 7 above, a Minister's letter is required to support the parent's application. There is no free transport entitlement.
- viii For criterion 8 above, measurement of distance is direct line from where the home meets the public highway and the main school entrance

## 2. FILLING IN THE FORM

All parents must complete the form whether they are requesting a place in the catchment area school, or another school.

The form should be returned to the Education Department at the address shown on the form. This should be done as soon as possible. If you would like further advice please contact Allocations Section at County Hall (tel. 0116 3056684).

## 3. 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 above.

It may not be possible to offer places to infant children who move into a school's catchment area when the relevant infant class already has 30 children.

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. primary to high school high to upper school) you will need to make a fresh application.

If 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.

#### 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. Where appeals are for places in infant classes containing 30 children, there are only a very limited circumstances in which parents' appeals can be agreed.

#### 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 the distance from home to school is more than two miles for primary aged children and three miles for secondary age children (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 a place in a primary school in another Local Education Authority, you will need to contact them direct to obtain information on their admissions policy.

#### 7. INFORMATION

General information about education in Leicestershire and the allocations and appeals procedure is available in a booklet called "Your Guide to Primary Education in Leicestershire" a copy of which can be obtained from schools. Detailed information about each school is available from the school itself and Headteachers will always be willing to answer any questions you may have. If you would like further advice please contact either the school itself or Allocations Section on 0116 305 6684.