



Your Guide to Secondary Education in Leicestershire

2022-2023

For admissions entry September 2022 and mid-term
transfers during 2022-2023 academic year



Director's message

► Dear Parents and Carers

Welcome to Your Guide to Secondary Education in Leicestershire that relates to school entry for September 2022 and general admission throughout 2022-23. It is important that you read and understand the processes involved in applying for a school place as this will maximise the likelihood of securing your preferred school.

Leicestershire continues to strive to offer every parent and carer's child their first preference school. For entry September 2021, 88.9% of parents and carers secured their first preference school with 95% getting one of their preferred schools.

This guide also covers a range of other important areas that parents and carers need to consider, or be aware of, when applying for a school place. The application process for entry from Autumn 2022 opens on 1st September 2021 closes 31st October 2021.

Whilst writing I would like to take this opportunity to ask you to consider the following before completing the application process:

- That where possible, you visit school open evenings and visit school websites to familiarise yourself with their admissions policy and to gain a clear picture of how places were allocated under their oversubscription criteria last year;
- How your child will get to and from school each day;
- how you maximise your opportunity to apply for up to three schools including your catchment school;
- That the best way to apply is through the website of the Local Authority's that you live in. Doing this, will mean you will receive an automatic email receipt once you press the submit button confirming your application has arrived.

Please remember to apply by the national closing date of 31st October 2021. Please note, that should your application be submitted after this date, it will be given the lowest priority.



For those parents and carers wishing to change their child's(ren's) school part way through an academic year, it is advisable that you check school place availability before applying or withdrawing your child from their current school.

If you have additional questions you can speak with one of our Customer Service agents on 0116 305 6684.

Finally, I would like to take this opportunity to wish your child every success in their education/career.

Yours sincerely

Jane Moore
Director, Children and Family Services

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Useful Definitions

Academy: To include free schools, studio schools and academy conversions

Academy Status: Academies are publicly funded independent schools

CC: Community College(s) are institutions that also cater for adults

CE: Church of England

CFS: Children and Family Services

CME: Children Missing Education

Community/State School: Schools under the control of the Local Authority

Compulsory School Age: Is the time that a child must receive full time education at school or 'otherwise', starting with statutory school age and ending on statutory school leaving age

DfE: Department for Education - www.gov.uk (formerly known as the Department for Children, Schools and Families)

EHCP: An Education Health and Care Plan is a legal document following statutory assessment, which sets out the support that is necessary to cater for a child with complex and enduring special educational needs and / or disabilities

EHE: Elective Home Education

EMA: Education Maintenance Allowance

FE: Further Education

Free Schools: Free schools are all-ability state funded schools set up in response to parental demand

FTA: First Time Admission

LA: Local Authority

LCC: Leicestershire County Council

PME: Pupils Missing Education

RC: Roman Catholic

SEN / SENCO: Special Education Needs Co-ordinator

Statutory School Age: Is the age when a child must start school

Statutory School Leaving Age: Is the date when a child is allowed, by law, to leave secondary school. This is the last Friday in June, of the school year in which a child reaches the age of 16

VA Status: Voluntary Aided Status - schools that are not under the control of Leicestershire County Council (often controlled by a religious organisation)

VC Status: Voluntary Controlled status - are under the control of Leicestershire County Council (often with a religious influence - some VC schools use the Religious Criterion as part of their admission process)

Autumn Term:

From when schools open until Christmas holidays. (Generally end of August/start of September until mid-December)

Spring term:

From the new year to the Easter holidays. (Generally January until Easter)

Summer term:

From after the Easter holidays to the summer holidays. (Schools usually break-up mid-July)

Customer Service Centre

Parents and carers requiring advice and information can contact the Customer Service Centre:

Tel: 0116 305 6684

Monday to Thursday: 8.30am - 5.00pm

Friday: 8.30am - 4.30pm

Our trained customer service agents will be pleased to assist with all queries relating to admissions and transfers.



The closing date for secondary applications for entry September 2022 is **October 31st 2021**

▶ General Introduction

The purpose of this booklet is to give parents and carers a detailed explanation about how to apply for a secondary school place in Leicestershire.

Leicestershire County Council makes sure that, in the county as a whole, there are full time school places for all school age children whose parents request places. They decide, with the Governors of individual schools, the catchment area for the school, the maximum size of a school and the maximum size of each year group.

The types of secondary transfers covered are:

- Primary/Junior to High school
- High school to Upper school
- Transfer part way through the academic year also known as a 'mid-term' transfer across any secondary age group.



Apply Online

www.leicestershire.gov.uk/admissions

If at any stage you need to talk to someone about any aspect of a transfer process you can either contact your current school or School Admissions Service on: **0116 305 6684.**

▶ Who do I apply to for a school place?

The majority of secondary schools in Leicestershire are academy status schools.

For Faith (aided), Academy, and Free schools the LA is not the admitting authority it is instead the school themselves. The Local Authority remains the admitting authority for Community and Voluntary Controlled (VC) schools.

For Community and VC schools, the admissions criteria used is on page 13. For all others please refer to the school's website.

Appeals for community schools will be conducted through the County Council's Legal Services. Parents who have been refused places at Faith, Academy, Free or Studio schools in the first instance will need to contact the individual establishment for information about their appeals process.

ONLINE RESOURCES

You must apply for the school you wish your child to attend, this includes your catchment area school. Use our online search tool to help you find a school near you:

▶ Find a school



KEY POINTS



Transfer application information is sent to your child's home address in September



Closing date for return of all secondary transfer applications is 31st October 2021



You are strongly encouraged to attend open evenings of school(s) that you are interested in. Please contact individual schools for information about when open evenings are held



National offer date for all secondary transfers is 1st March 2022 (or next available working day)



Leicestershire County Council operates an ONLINE application system that we advise you use www.leicestershire.gov.uk/admissions



All applications are considered in accordance with priority criteria



Late applications will have lowest priority



▶ Secondary Education

During the last year of your child's primary education, preparation for transfer to their next stage of learning takes place.

Teachers will organise visits and consultations for those pupils and parents transferring within the school 'family'.

In September you will receive information about how to apply for Secondary school, where you can apply for up to three schools of your preference. However, a school place will only be offered if the preferred school has places. It is important to apply for a place at your catchment school at this time. You will not necessarily be offered a place if you apply late and the school, by then, is full.

It is important that you apply on time (no later than 31st October) as applications received after this date will be given lowest priority.

What age-range do Secondary schools cover in Leicestershire?

Leicestershire has a variety of Secondary schools, most of which cater for students from Year 7 to Year 11; (i.e. aged 11 to 16 years). A few schools cater for students from Year 7 to Year 13; (i.e. aged 11 to 19).

Elective Home Education

The Law states that every child of compulsory school age must receive a full-time education suitable to their age, ability, aptitude, and any special needs he or she may have.

Most parents fulfil this legal responsibility by sending their children to school, but a small number of parents educate their children at home. This is known as Elective Home Education. Whilst it is a legal option, it is not a decision to be taken lightly. Education in this way makes demands on a family's time and patience, as well as their finances: all cost for materials, trips and social contact must be borne by the family. For further information email inclusionsupport@leics.gov.uk or telephone **0116 305 2071**.



▶ Delayed Entry, Early Transfer Starts, and Remaining on in the Same Year Request

For parents wanting to defer their child's entry, there is a formal process to consider such requests. Parents would be expected to provide evidence (supporting documentation from lead professionals where possible) in order to consider the request is in the child's best interests. This will then be taken into consideration by the admissions authority.

Parents will still be required to make an application for their child's admission to their normal age group at the usual time and attend open days or taster days; in case the request is refused.

It is important parents understand that if the request is agreed, it doesn't guarantee a place a year later, it only means that parents will be allowed to apply a year later for a place. If unsuccessful, parents' statutory right to appeal against the refusal of a place at a school does not apply if they are offered a place at the school, but it is not their preferred age group.

Where parents wish to seek advanced transfers or accelerated starts (i.e. for gifted and talented children) or wish to repeat the year, the decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

AREAS TO CONSIDER BEFORE A DECISION IS MADE MAY BE:

- ▶ **Medical i.e. significantly premature, or have missed a significant proportion of the school year due to medical illness**
- ▶ **Psychological (Social) i.e. a recognised diagnosed disorder**
- ▶ **Physical i.e. a diagnosed disorder/disability**

(This is not an exhaustive list or set of criteria)



Apply Online

www.leicestershire.gov.uk/admissions



⌋ The law states that every child of compulsory school age must receive a full-time education suitable to their age, ability, aptitude and any special needs he or she may have. ⌋

▶ Applying for your Child's Secondary School Transfer

Once you have decided on your school preferences, you will need to apply. The easiest way to apply is online at www.leicestershire.gov.uk/admissions.

IMPORTANT NOTE:

It is important that you write down your username and password as you will need these to access your decision on 1st March or the next working day.

You will also need your username and password if you wish to amend any aspect of your application prior to the decisions being made.

If you cannot remember your details, you will not be able to view the decision.

We always encourage parents to include their catchment area school where applicable as one of their preferences.

An application for a place in a Secondary school must be made to the LA where you live, e.g. if you live within Leicester City, you must complete their application form for Secondary school places. This is the case even if you wish to apply for a school in Leicestershire. If you are resident in Leicestershire, you will need to complete the Leicestershire application form.

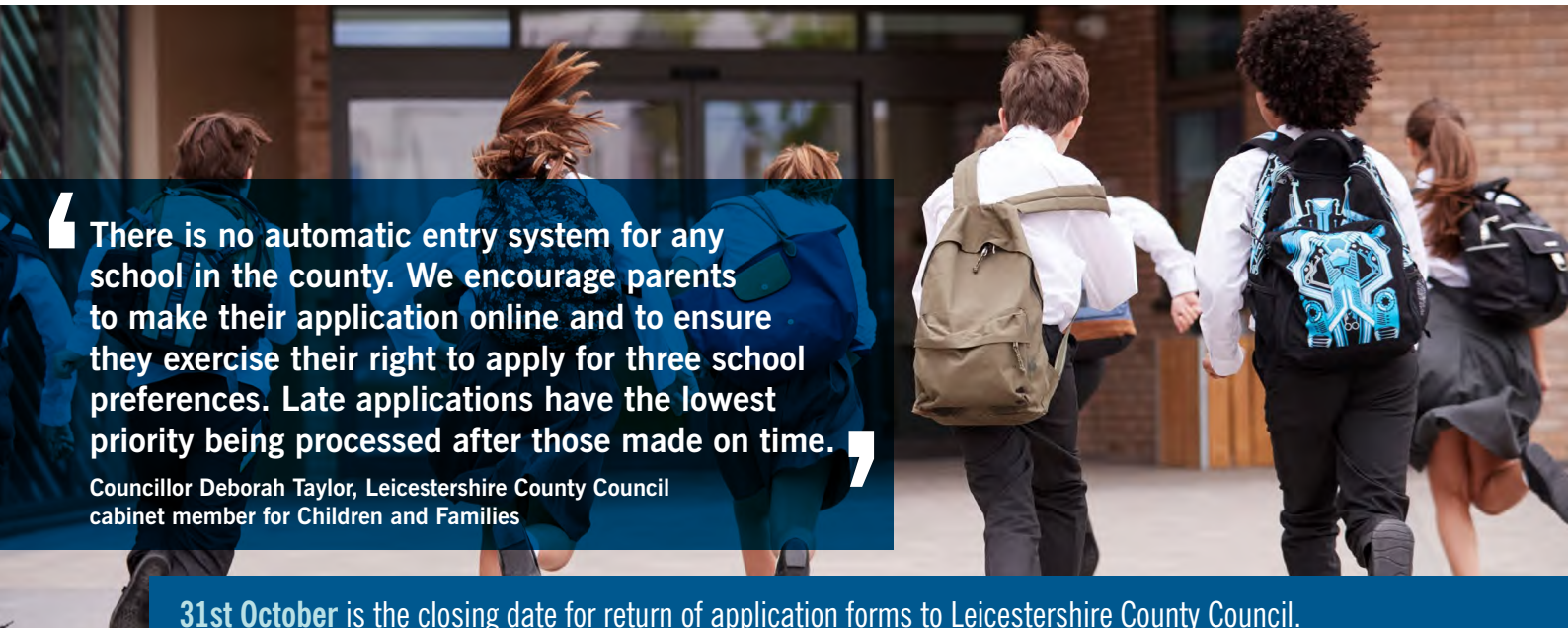
You can do this online at www.leicestershire.gov.uk/admissions. The form will invite you to express up to three preferences but does not include private or independent schools. Parents of children in private or independent schools, or whose children are not educated in a school, do not automatically receive notification about transfer to Secondary school.

Even though all preferences are treated equally, we always aim to meet your highest preference, and therefore request that preferences are made in priority order.

If you have a query about the catchment school for your particular area, please contact School Admissions Service on 0116 305 6684.

Voluntary Aided, Trust, Academies and Free Schools

Church of England, Roman Catholic aided, Trust, Academies (including Studio Schools) and Free Schools work a little differently. Enquiries concerning these schools should be made direct to the Headteacher. Admissions to these schools are the responsibility of the Governors, but an application for a place must also be made to the LA at www.leicestershire.gov.uk/admissions.



There is no automatic entry system for any school in the county. We encourage parents to make their application online and to ensure they exercise their right to apply for three school preferences. Late applications have the lowest priority being processed after those made on time.

Councillor Deborah Taylor, Leicestershire County Council cabinet member for Children and Families

31st October is the closing date for return of application forms to Leicestershire County Council. 1st March or the next working day is the national offer date; parents are notified of offers from this date.

Things to Consider before Applying

Each school caters as far as possible for the needs of the families in its neighbourhood, but it's also important to think about the following:

- Think about how your child will get to and from school. Find out from the School Transport Service whether you may have to pay for transport
- Visit schools when the pupils are there if you can and read the schools' brochure or prospectus
- Consider your child's wishes
- Do not rely purely on someone else's opinion or experience

Please be aware that transfer from Primary to Secondary school is not an automatic process. A place in a Primary school does not guarantee a place in its linked Secondary school.

If you fail to name your catchment area school where applicable as one of your preferences a place will not automatically be offered at that school if all your other preferences are unsuccessful. This is because by then your catchment school may have been filled.

Information about admissions policies for Community, Trust, Faith, Academy, Free School and Studio School is available direct from the school and can also be found later in this guide.

FURTHER INFORMATION?

If you need advice on what schools can offer your child, the Headteacher of your child's current school will be happy to discuss this with you.



You can attend school open evenings, or you can get advice from the School Admissions Service at County Hall on **0116 305 6684**. Information about admissions policies for Aided and Trust schools is available direct from the school.

Your child may be able to get free transport to school if they live further from their school than the walking distance allowed by law or if you're on a low income. Find out more about school transport at www.leicestershire.gov.uk/education-and-children/school-transport or by contacting the Transport Department on **0116 305 0002**.

KEY DATES

31st October is the closing date for return of application forms to Leicestershire County Council. 1st March or the next working day is the national offer date; parents are notified of offers from this date. (Please note that if a date is a non-working day, then the next working day applies).



7,400 APPLICATIONS

APPLICATIONS RECEIVED FOR SEPT 2021

89.9%

SECURED THEIR

**FIRST
CHOICE**


95.4%

SECURED ONE

**OF THEIR
TOP THREE
CHOICES**

▶ How will I Receive my Offer of a School Place?

Decisions are made available on 1st March or the next working day. If you applied online you will get an email confirming that your offer of a school place is ready to be viewed online the same day. You can then log in to the online portal with your username and password for an instant result. If your application is turned down, you will get an online response and a letter will be posted to you.

 **Note: If the national offer date falls at a weekend or bank holiday, you will be notified the next working day.**

If you want to find out more about what happens on offer date visit our website on:

www.leicestershire.gov.uk/admissions



Apply Online

www.leicestershire.gov.uk/admissions

APPLIED ONLINE? - Login to your online account to view the decision.

APPLIED BY POST? - Your offer will be sent out by post on offer day. Please allow five days for this to arrive.

You will receive an offer of one place only. This will be the school highest on your order of priority where there are places available.

We will aim to offer you your highest ranked school in order of priority. The LA will also work in co-ordination with other admission authorities where you may have applied for a school place, e.g. Voluntary Aided schools and schools within other local authorities, to finalise which place will be offered. If we cannot agree to any of your preferences, you will be informed of schools that still have spaces and invited to apply for one or more of them.



► What Happens if my Application was Late and Received after 31st October?

Applications received after the closing date and before the offer date, without proof that the lateness of the application was beyond your control, will receive the lowest priority.

If you apply after the closing date, which includes having applied on time but having a change in circumstances, e.g. house move, you may not receive a decision on 1st March or the next working day. This is because the application may need to be reassessed.

If the lateness of your application is owing to the family returning from abroad, then the application must be made within a reasonable time of arrival back in the UK.

What happens if I am refused my school choices?

- You will automatically be added to an Oversubscription List (OSL).
- You will have the right to appeal the decision – please see page 17 for more information.
- You may also contact us to find out about alternative schools in the local area that have spaces.

Oversubscription List (OSL)

The OSL ranks children in priority criteria order. If a place becomes available, the child at the top of the list will be offered the place. The LA will maintain the OSL for the Autumn Term only for the following year groups:

- Year 7 (11+ schools)

VA, Trust, Academies and Free Schools maintain their own OSLs, so you will need to contact these schools directly to inquire where your child is on their OSL.

How is the OSL operated for Community Schools?

If you have been refused a place at a school as part of the transfer process, your application will be placed on the OSL automatically.

The OSL is a dynamic list in that names may move up or down if a new application received has a higher priority than yours.

If you wish to know where your child is on the OSL please follow the link on your refusal letter.



▶ Local Authority's Admissions criteria

Priority criteria for entry Autumn 2022 and mid-term applications during 2022/2023 academic year to community schools and those academies that have adopted the criteria.

IMPORTANT!



Academies are free to set their own admissions policies. Please check the school's own website for their admissions criteria.

All community schools and some academies will follow the LA criteria opposite.

For all children whose Education Health and Care Plan (EHCP) names a school in their statement, they must be admitted regardless of the criteria opposite.

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

ADMISSIONS CRITERIA 2023/23

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn.

1st	Children who are looked after and those children who were previously looked after children. (See note i.)
2nd	Pupils who live in the catchment area. (See note ii.)
3rd	Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending. (See notes iii.)
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (See note iv.)
5th	Pupils who are attending a feeder school at the point of application. (See note v.)
6th	Pupils starting at an Infant school with a sibling who will be attending the feeder Junior school at the same point they are attending (see note iii & v)
7th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

The complete version of Leicestershire's admission policy is available at www.leicestershire.gov.uk/admissions or from the School Admissions Service.

Notes:

- i. 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) at the time of making an application to a school;

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

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

(i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.
- iii. The term "brother or sister" includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.
- iv. If criterion 4 is used, professional supporting documentation from the Lead Professional must

be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-

- Crown Servants
- Children subject to Child Protection Plans
- Hard to Place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence (This is dependent on documentary evidence by a Lead Professional)
- A child for who 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.)

Each case will be assessed on its individual merits.

- v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.
- vi. For criterion 6, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder). Where there is equal distance then lots will be drawn, supervised by an independent officer (see section 10.1).

Tiebreaker

If, two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of the Council from another department that is independent of the Council's School Admissions Service.



Apply Online

www.leicestershire.gov.uk/admissions



► Mid-term Transfers, Applying for a School Place at other Times

For Leicestershire residents, applications should be made using the LA's mid-term application form, available online at www.leicestershire.gov.uk/admissions or by completing a paper version available from the School Admissions Service who can be contacted on 0116 305 6684.

Those parents living outside of Leicestershire who wish to apply for a Leicestershire school are encouraged to apply through the Local Authority where they live, unless your move to Leicestershire is imminent or because the Local Authority in which you live is not co-ordinating, in which case apply direct to Leicestershire at www.leicestershire.gov.uk/admissions.

To accelerate the processing of your form when applying for an own admission authority school, it is advisable you also complete the school's supplementary form (please visit the individual school's website) and submit this directly to the school you wish to apply for (a paper version is available from the school).

If you are unsuccessful you have the right to appeal. You appeal to the admitting authority responsible for the school.

While a mid-term application is being processed you must ensure your child continues attending their current school unless this is physically impossible (e.g. move from Cornwall).

For more information regarding mid-term transfers, please see www.leicestershire.gov.uk/admissions.

If you have a query about the catchment school for your particular area, please contact our Customer Service Centre on 0116 305 6684.

When moving areas

Requests for in catchment movement will only be agreed if there are spaces available, or the conditions in 13.28 of the admissions policy are met.

To enable the admitting authority to overfill the local school on the basis of taking up residency in the catchment area the parent/carer must have applied within 90 (calendar) days of the date the family moved into the school's catchment area (mid-term conditions proof of residency must be met).

Own admissions authority schools may differ.

The LA will aim to process all mid-term applications within fifteen working days wherever possible and will contact you to inform you of the outcome of your application. If you are successful, we will get in touch to let you know what steps to take next.



IMPORTANT CONSIDERATIONS

► Things to Consider when Changing Schools During Term-time

If you are considering changing schools, it is important that you discuss the move with your child's current school before completing an application form.

In certain instances, it may not be in the best interests of your child to change school.

If your child has difficulties with staff or other pupils, or if your relationship with the school or another parent has broken-down, the solution may not be to change your child's school. It is advised that you talk about the issues with the current school before you decide to change your child's school.

IMPORTANT!



If you are moving to a new house, it is vitally important that you check school place availability near your new house, by calling Customer Service (tel: 0116 305 6684).



How will your child get to the new school



Will the new school be able to offer your child the same options that they have embarked on



The negative impact in preparing for key examinations years



The current school may have built in extra support and good working relationships with your child that could be lost if you move your child



The general disruption and lack of continuity of learning may result in your child finding it difficult to catch up



The loss of friendship groups, which can especially affect younger children



Always check the school's admissions policies on their websites



► If you Have been Refused a School Place you Have the Right to Appeal

For community and voluntary controlled schools Leicestershire's school Appeals Service will run the appeal, this is also the case for most academies.

For some academies and faith schools you must check their website to see who you need to lodge your appeal with.

If you decide to appeal:

- You must have applied and been refused a school place before you can appeal;
- The best way to appeal is using our online appeal form;
- These must be returned by the closing date to the County Solicitor. The County Solicitor will let you know when the appeal will be heard;
- You may attend the appeal hearing yourself, or with a friend if you wish. You may ask a representative to speak for you, or you can send a written statement;
- Your case will be considered by the Independent Appeals Panel which is independent of the Children and Family Services.

For some own admitting authority schools, you will have to lodge your appeal directly with the school, see school website for more details.

If your appeal is part of the secondary transfer admissions round it will be heard within 40 school days from the date lodged. All mid-term appeals will be heard within 30 school days of being lodged.

The appeal will be heard in front of at least three Independent Appeal Panel Members, one of which will have had an education background. All panel members are volunteers, are trained and will have no connection with the school, the parent or the LA. Their decisions are binding on all parties, and a full explanation of their considerations will be provided to parents in most instances 5 days following the last appeal heard on the day.

You are allowed to bring along a relative or friend to help and support you on the day of the hearing

NOTE:

Second appeals in the same academic year will not be allowed unless there has been a significant change in your circumstances, e.g. a house move.



▶ Examination Fees

In the final year of compulsory education your child may be entered for GCSE examinations or other accredited courses leading to accreditation approved by NCVQ (National Council for Vocational Qualifications).

If your child remains at school after 16 it is likely that they may be entered for a further range of public examinations, including A-levels and/or GNVQs (General National Vocational Qualifications).

Assistance towards the cost of field studies may be provided when this is a compulsory part of a GCSE or A-level course. To find out more please speak with your school directly.



Apply Online

www.leicestershire.gov.uk/admissions

IMPORTANT CONSIDERATIONS

The school will normally pay all entry fees for public examinations, except when:



The subject is not part of the school curriculum



The pupil is entered for the same subject at two levels, in which case the school will only pay for one entry fee



A student wishes to resit an examination without retaking the course



The examination is entered against the advice of the school



▶ As a Parent - What you can do to Support your Child in School

There are many ways to help support your child in school:



Support your child's school by signing the home/school agreement;



Read the school's prospects, annual Governors' report and newsletters to be kept fully informed about what is happening in school;



Attend parents' evening and curriculum workshops wherever possible to support your child's learning;



Support school activities such as class assemblies, sports day and concerts;



If available, support the Parents' Association or consider standing as Governor and become more involved in the management of the school;



Try to make time to help your child with a variety of activities, such as cookery, educational visits, physical or sporting activities;



Make every effort to get to know the Headteacher and class teacher so that you feel comfortable in airing your views or concerns;



Try to work harmoniously with the school as your child will benefit from close collaboration between home and school;



Support your child's learning at home and, as they get older, provide a quiet space for home work.



▶ What Happens When your Child Reaches 16?

From the Summer of 2013, all young people were required to remain in some form of learning until the age of 17. This was then raised to 18 in 2015. This is called the Raising of the Participation Age (RPA).

IMPORTANT CONSIDERATIONS

Ways in which young people can continue their learning after 16:

-  Stay at the same school if a suitable, appropriate course is provided
-  Transfer to the sixth form of a different school, to a sixth form college or to a College of Further Education
-  Join a work-based apprenticeship programme that involves training with an employer and time away from work to attend a college or training centre to gain an NVQ qualification
-  Join a Foundation Learning programme to develop basic skills and life skills and get experience of work before moving on to further education, training or employment.

What help and advice is available?

From September 2012 schools have been responsible for providing their students with careers guidance. For young people with learning difficulties or disabilities, and for those who may find it difficult to make the progression at 16, the Local Authority provides a service. Ask at your child's school about what help is available.

Young people at school can also access the National Careers Service website and helpline: <http://nationalcareersservice.direct.gov.uk> telephone 0800 100 900 or Prospects www.prospects.ac.uk



What if my child needs help or advice after leaving school?

If your child is in education or training they should seek advice from their provider. If your child is unemployed, contact the Local Authority for details of services available. Your child can also use the National Careers Service helpline. Ask at your child's current school about services available locally.

Key Services and Contacts

Key Services

Special Educational Needs Assessment Service (SENA)

www.leicestershire.gov.uk/special-educational-needs-assessment

School Transport

www.leicestershire.gov.uk/school-transport

Choose How You Move

www.choosehowyoumove.co.uk/schools

Beyond Bullying

www.beyondbullying.com

Family Information Directory (FID)

www.leicestershire.gov.uk/family-information-directory

Key Contacts

- **Adult Learning**
Tel: 0800 9880308
Email: adultlearning@leics.gov.uk
Web: www.leicestershire.gov.uk/golearn
- **Beaumanor Hall & Park (Outdoor Education and Conference Service)**
Tel: 01509 890 119
Email: beaumanor.hall@leics.gov.uk
Web: www.beaumanorhall.co.uk
- **Child Employment (13-16 year olds)**
Tel: 0116 305 6597 / 0116 305 6544 / 0116 3057820
Email: childemployment@leics.gov.uk
Web: www.leicestershire.gov.uk/child-employment
- **Court Team**
Tel: 0116 305 6743
Email: pupilservicescourteam@leics.gov.uk
Web: www.leicestershire.gov.uk/school-attendance
- **Diocese of Leicester – Church of England**
Tel: 0116 2615 200
Email: Carolyn.Lewis@LecCofE.org
Web: www.leicester.anglican.org
- **Diocese of Nottingham – Catholic**
Tel: 01332 293833 Ext 220
Email: neil.weightman@nottingham-des.org.uk
- **Early Learning and Childcare Service**
Tel: 0116 305 6545
Email: family@leics.gov.uk
Web: www.leicestershire.gov.uk/early-years-and-childcare
- **Education Quality**
Tel: 0116 305 6445
Email: childrensservices@leics.gov.uk
- **Elective Home Education**
Tel: 0116 305 2071
Email: homeeducation@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education
- **Family Learning**
Tel: 0116 305 6500
Email: adultlearning@leics.gov.uk
Web: www.leicestershire.gov.uk/golearn
- **First Response Children's Duty Team**
Tel: 0116 305 0005
Email: childrensduty@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding
- **Free School Meals**
Tel: 0116 305 5000
Email: freeschoolmeals@leics.gov.uk
Web: www.leicestershire.gov.uk/free-school-meals
- **Governor Development Service**
Tel: 0116 305 6503
Email: governors@leics.gov.uk
Web: www.leicestershiretradedservices.org.uk/Services/3133
- **Leicester-Shire Schools Music Service**
Tel: 0116 305 0400
Email: lsms@leics.gov.uk
Web: www.leicestershiremusicclub.org
- **Multi Agency Traveller Unit (MATU)**
Tel: 0116 305 8156
Email: Multi.AgencyTravellersUnit@leics.gov.uk
Web: www.leicestershire.gov.uk/gypsy-and-traveller-services
- **Ofsted Reports**
Tel: 0300 123 4234
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk
- **Pupil Exclusions**
Tel: 0116 305 2071 / 0116 305 6597
Email: exclusions@leics.gov.uk
- **Psychology Service**
Tel: 0116 305 5100
Email: psychology@leics.gov.uk
Web: www.leicestershire.gov.uk/educational-psychology-service
- **Specialist Teaching Service**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: <https://resources.leicestershire.gov.uk/specialist-teaching-services>
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.turning-point.co.uk

Key Dates

Secondary School Transfer key dates entry 2022:

1st September 2021:

Letters sent out to parents inviting them to apply to Secondary school(s) for entry Autumn 2022.

31st October 2021:

Closing date for submission of applications for transfer to high schools.

1st March 2022 (or next working day):

National offer day for Secondary schools, and to Infant to Junior transfers. If you have applied on line you will be able to see your outcome shortly after midnight.

Transfer year 7 over-subscription (waiting) lists operate where schools are full until 31st December 2022 after which most are dissolved.

Mid April 2022:

Closing date for submissions of appeals, see LA website for exact date.

31st December 2022:

Over subscription lists for secondary transfer Year 7 for 2022/23 school year close.

▶ Other Useful Information

Inclusion Service

The Inclusion Service is the single channel for schools and other agencies to contact when they have concerns around learners presenting with:

- Children Missing Education
- Pupils Missing Out on Education
- Children with Medical Needs
- Elective Home Education
- Children with Medical Needs
- Learners at risk of exclusion
- Learners who have immersing SEND needs

For Further Information

**Inclusion Service, G20 County Hall,
Glenfield, Leicester. LE3 8RF**
inclusionpupilsupport@leics.gov.uk

Telephone: 0116 305 2071

Pupil Services Court Team

The Pupil Services Court Team have statutory powers to take legal action and, where appropriate, to prosecute parents and carers if they fail to ensure that their child receives a suitable education. For further information

Telephone: 0116 305 6743

Email: pupilservicescourteam@leics.gov.uk

What is Fair Access?

The Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Leicestershire's Fair Access Protocol is administered through the Behaviour Partnerships. There are five Behaviour Partnerships for Secondary schools.

Where a child is to be considered under the Fair Access Protocol, there is no duty for a local authority or admission authority to comply with parental preference when allocating places through the Fair Access Protocol.

Information and Guidance From The DfE On School Admissions And Applications From Overseas Children In Light Of Brexit

The DfE have announced a couple of website updates they have just made, partly as a result of Brexit.

On the first site, www.gov.uk/guidance/schools-admissions-applications-from-overseas-children, shows updated information for schools and local authorities on the rights of foreign national children, within the UK, to an English school place. This takes account of the post-Brexit immigration system.

The DfE have uploaded onto this site new, non-statutory, guidelines for LAs and schools on processing applications made from families living in another country who are returning to an English LA. This sets out how schools and LAs should process such applications.

The DfE have also updated the guidance for parents on applying for a school to include basic information for parents on the choices they can make (i.e. to cater for those who are returning from the EEA who might not be fully up to speed with the English schools system), links across to the devolved administrations' sites for those returning to Scotland, Wales or Northern Ireland, and more information on the in-year admissions process www.gov.uk/schools-admissions.

School Clothing

The school governors decide what to recommend as school dress. This is stated in each school's brochure or prospectus. **There is no clothing allowance scheme.**



Contact Details of other Local Authorities Surrounding the Leicestershire Borders:

Leicester City: 0116 454 1009

www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/

email
admissions.online@leicester.gov.uk

Rutland: 01572 722 577

www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/

email
admissions@rutland.gov.uk

Coventry City: 0247 7697 5445

www.coventry.gov.uk/schooladmissions

email
secondaryadmissions@coventry.gov.uk

email
primaryadmissions@coventry.gov.uk

Nottingham City: 0115 841 5568

www.nottinghamcity.gov.uk/schooladmissions

email
schooladmissions@nottinghamcity.gov.uk

Nottinghamshire: 0115 982 3823

www.nottinghamshire.gov.uk/education/school-admissions

Derby City: 01332 642727

www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/

email
admissions@derby.gov.uk

Derbyshire: 01629 537 479

www.derbyshire.gov.uk/admissions

email
admissions.transport@derbyshire.gov.uk

Staffordshire: 0300 111 8007

www.staffordshire.gov.uk/Education/home.aspx

email
admissions@staffordshire.gov.uk

Lincolnshire: 01522 782 030

www.lincolnshire.gov.uk/school-admissions

email
schooladmissions@lincolnshire.gov.uk

Warwickshire: 01926 410 410

www.warwickshire.gov.uk/admissions

email
admissions@warwickshire.gov.uk

**North Northamptonshire:
0300 126 3000**

**West Northamptonshire:
0300 126 7000**

If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your language, please contact **0116 305 6684**, minicom: **0116 305 6048** or email: **admissions@leics.gov.uk**



Children and Family Services, County Hall, Glenfield, Leicestershire LE3 8RF
Further details available on our website:

www.leicestershire.gov.uk/education-and-children