



Leicestershire
County Council



Your guide to Primary Education in Leicestershire

2017-2018

For admissions entry September 2017
and mid-term transfers during
2017-2018 academic year



Welcome

On behalf of Leicestershire County Council, I am pleased to welcome parents, carers and children to this year's Your Guide to Primary Education for entry September 2017, and general admissions throughout the academic year 2017-18.

The first time admissions outcomes for this year have been extremely pleasing. The Local Authority was able to secure preferred schools for over 97% of Leicestershire parents and carers, with 91% getting their first choice of school. Added to this the highest ever percentage of parents and carers, 96.1%, applied online.

With this in mind I would like to invite parents and carers of children seeking first time admissions from September 2017 to start considering which school they would like their child to attend. It is important to understand that you must apply and that there is a closing date. The application process for primary school - first time admissions begins from **1st June 2016 and closes 15th January 2017**, and the recommended way to apply is through Leicestershire's online application system.

There are a few key steps to make the process more straightforward that I would like to advise parents and carers of, and would urge that you consider these carefully, these are:

- To read this booklet and understand what you need to do;
- That you visit schools on open days before making you final decision;
- Consider how you will get your child to and from school;
- That the best way to apply is online;
- That you must apply by the **closing date 15th January 2017**.

Applications received after the closing date must be marked as late and will have the lowest priority. In addition, to avoid the disappointment of not securing a local school, it is always recommended that you place your catchment school as one of your preferences.

If you have any questions we are here to help, and the quickest way to contact us is through our customer service agents on 0116 305 6684, who will be more than happy to speak with you.

Finally, may I wish your child every success in their future education.

Yours sincerely



Paul Meredith
Director of Children and Family Services

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It is believed that the information contained in this booklet is correct at the time of going to press (August 2016). Any changes will be updated in the online version.



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

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.education.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

Partially Accessible: These schools ensure that wheelchair users and pupils with mobility problems will be able to access all areas of the curriculum, but not necessarily all of the school building

Pathway Schools: These schools ensure that wheelchair users and pupils with mobility problems start in a partially accessible primary school, that feeds into a partially accessible high or upper school

PME: Pupils Missing Education

RC: Roman Catholic

School Action (Plus): Level of help school(s) offer for children with SEN

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

Trust School: A foundation school which has acquired a trust which supports the school and may nominate a minority or a majority of the school's governors

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)

Customer Service Centre

Parents and carers requiring advice and information can contact the Customer Service Centre: Tel: **0116 305 6684**

Monday, Tuesday, Thursday and Friday 8.30am - 5.00pm, Wednesday 9.00am - 5.00pm

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



General Introduction

The purpose of this booklet is to give parents and guardians a detailed explanation about primary education provision in Leicestershire.

Leicestershire County Council makes sure that, in the county as a whole, there are enough full time school places for all children from the age of 4 onwards.

Areas covered are:

- Pre-school
- How to apply online for a primary school place as a first time admission
- How to transfer from infant to junior school
- How to apply part way through the academic year across any primary age group (also known as a 'mid term' transfer).

Leicestershire County Council has only one nursery school. All other nurseries are independent, even those that occupy sites close to, or on school sites. Admission to all nurseries is by application direct to the nursery.

First Time Admissions (FTAs) for all children are from the autumn term after the child has turned four years old. Admission to mainstream school is by application to the Local Authority (LA) in which you live. The closing date for FTA and infant to junior transfers for entry September 2017 is **15th January 2017**.

Community, Trust, Faith, Academy, Free School, and Studio Schools.

The majority of primary schools in Leicestershire are community schools with the Local Authority being the admitting Authority. For Foundation, Trust, Faith, Academy, Free and Studio Schools the LA is not the admitting authority but the school themselves.

In addition, a number of academies both primary and secondary have this year applied successfully to extend their age range.

All applications should be made online through the LA. For community schools the admissions criteria used is on page 8. For all others please see the particular school's admission criteria on the school's website.

Key points you should make a note of are:

- There is no automatic entry to your local school. You are required to complete an admission application
- To ensure that you are making the right preference for your child it is strongly recommended that you contact the school to arrange a visit before making an application
- All applications are considered in accordance with the priority criteria
- On time applications will always be dealt with first
- National offer for all Primary admissions is: 18th April 2017 (or next available working day).
- Leicestershire County Council operates an ONLINE application system that we advise you use www.leicestershire.gov.uk/admissions
- Closing date for return of all FTA applications and infant to junior transfers is: **15th January 2017**
- There are Leicestershire Schools that have moved away from the Local Authority admissions policy and criteria. Parents are strongly advised to check the schools' own policy
- **YOU MUST APPLY FOR THE SCHOOL YOU WISH YOUR CHILD TO ATTEND, THIS INCLUDES YOUR CATCHMENT AREA SCHOOL.**

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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**.

Apply for a school place online:
www.leicestershire.gov.uk/admissions



Starting School

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 minority of parents educate their children at home. This is known as Elective Home Education. For further information email homeeducation@leics.gov.uk or telephone 0116 305 2071.

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.

In Leicestershire, primary and infant schools will be offering a school place for a child of four years of age from the autumn term following their fourth birthday. However, statutory school age is from the first term after your child's fifth birthday.

How is primary sector schooling organised?

There are 3 different types of schools in the primary sector	
Infant Schools	Reception - Year 2
Junior Schools	Year 3 - Year 6
Primary Schools	Reception - Year 6

Deferred or Part-time starts

When a child's parents are notified of the allocation of a primary school place, they may request deferment of the child's admission to later in the school year, (start of the Summer Term) or until the start of the term following their fifth birthday in that year i.e. compulsory school age. If the place is not taken up, parent must then reapply for a place in Year 1. Similarly, parents may wish to start their child on a part-time basis until compulsory school age. This is normally agreed directly with the school concerned.

If the place is not taken-up on a full-time basis following compulsory school age, the place may be withdrawn and offered to another child.

Delayed start, Early Transfers or Starts, and Remaining on in the same year requests

Parents may request delayed entry for their child to start school in the year below their actual chronological year. There is a formal process to consider such requests and parents would be expected to provide evidence (supporting documentation from lead professionals where possible) to show that admission to Reception is in the child's best interests. This will then be taken into consideration by a panel of professionals.

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 for a delayed start is refused. It is important parents understand that if the request is agreed, it does NOT guarantee a place a year later, it only means that parents will be allowed to apply a year later for a place. If unsuccessful, parent's 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. gifted and talented) 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.

Examples of key areas considered before a decision is made may be:

- **Medical** i.e. significantly premature, 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 disability

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

Applying for your Child's School Place

Entry September 2017 and transfer from Infant to Junior in September 2017 and for mid-term entry during academic year 2017-18

You may have visited a number of schools and decided on one you think is best for your child. You will then need to apply online at www.leicestershire.gov.uk/admissions

Applying online has many benefits:

IMPORTANT NOTE: For First Time Admissions and Infant to Junior Transfers it is important that you write down your username and password as you will need these to access your decision on the 18th April 2017.

You also need your username and password if you wish to amend any aspect of your application prior to the decision 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 as one of their preferences.

An application for a First Time Admission place in a primary 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 primary school places. This is the case even if you wish to apply for a school in Leicestershire. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

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 and can express up to three preferences. This could include a request for a place in your catchment area school, any Leicestershire community school, academy or free school, any voluntary aided, foundation or trust school or any school within another authority. This does not include private or independent schools.

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

Applications must be made by 15th January 2017 for a school place when your child is due to start school for the first time in 2017 or moving from infant to junior school in 2017. **If you fail to name your catchment area school 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.**

If you wish to change your child's school during the school year (mid term transfer) you must apply to Leicestershire County Council:

- If you are applying for a school within Leicestershire's geographical boundary

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- If you are resident in Leicestershire and are applying for a school outside of Leicestershire
- If you are applying for a place in an academy or other own admission authority school.

To accelerate the processing of your form when applying for a voluntary aided faith school it is advisable you also complete the school's supplementary form and submit this direct to the school you wish to apply for (a paper version is available from the school).

The LA will aim to process all mid term transfer applications within fifteen working days wherever possible, and will write to you to inform you of the outcome of your application. If you are successful we will write to you to inform you of what steps to take next.

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**.

Co-ordination of First-Time Admission/Infant-Junior transfer

There are different arrangements for Church of England, Roman Catholic aided, foundation, trust, academies and free schools. 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 be made on the Local Authority FTA/Junior transfer form you obtain from the relevant local authority. There is a requirement for all schools in Leicestershire to co-ordinate school admissions for first-time admission and infant-junior transfer through the Local Authority. For those schools who are own admission authority schools please refer to section School Admission Policies for own admission schools.

Things to consider before applying:

- Each school caters as far as possible for the needs of the families in its neighbourhood. When your child starts primary school you must apply for a school place. Normally the Children and Family Services wishes to offer a place to every child living in a school's catchment area, but, this may not always be possible for infants (4+ to 7 year olds) as there is an infant class size limit of 30 children per teacher. The Headteacher of the school will be pleased to discuss your child's admission or you can get advice from the School Admissions Service, County Hall, Tel: 0116 305 6684
- Consider how your child will get to and from school. Find out from the Transport Department on 0116 305 0002 whether you may have to pay for transport
- Visit schools when the pupils are there if you can, and read the school brochures/prospectus
- Take into account your child's wishes
- Do not rely purely on someone else's opinion or experience.

N.B. Be aware that a place in a primary school does not guarantee a place in its linked secondary school and that a place in a high school does not guarantee a place in its linked upper school.

You can get advice from the School Admissions Service on telephone: 0116 305 6684 or email admissions@leics.gov.uk Please telephone in advance to arrange such a meeting. You can also apply online at: www.leicestershire.gov.uk/admissions

We always advise parents to include their catchment area school as one of their preferences.

If you fail to name your catchment area school 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 voluntary aided, foundation, academies, free schools and trust schools is available direct from the school and is also contained later in this booklet.

How will I receive my offer of a school place for First Time Admissions and Infant to Junior Transfers?

If you have applied online you will get an email confirming that your offer of a school place is ready to be viewed online the same day decisions are made on 18th April 2017. You can then log in with your **username and password** for an instant result. If your application is turned down you will get an online response and a letter via the post.

If you have applied via a paper application form, your offer of a school place will be posted out to you from 18th April 2017 by 2nd class post. You should allow 5 working days for receipt of your letter. Infant to Junior decision dates may be different for other local authorities. Please check with the school's LA to find out when their Infant to Junior decision date is.

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

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. Leicestershire will work in co-ordination with other admission authorities where you may have applied for a place, e.g. 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 asked to contact us to discuss alternative schools where there are places.

Late Requests

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, and be classed as late.

Applications received after the offer date will be considered as late.

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.

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:

- Reception (Community schools only)
- Year 3 (Community junior schools only)
- VA, Trust, Academies, Free Schools and Foundation Schools maintain their own. Some of these schools opt for the LA to maintain their OSL (you will need to contact these schools directly to enquire where your child is on their OSL).

How is the OSL operated?

Application to go on the OSL is automatic when a child is refused a place in school. If a place becomes available, it will be offered to the pupil who is at the top of the list.

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.



Priority criteria for entry Autumn 2017 and mid term applications during 2017 / 2018 academic year to Community Schools and those academies that have adopted the LA's criteria

Academies are free to set their own admissions policies. Please check the schools own website for their admissions criteria. All maintained schools and some academies will follow the LA criteria below.

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

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 (see note i below):

1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who live in the catchment area. (See note iii).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iv and v).
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 vi).
5th	Pupils who will have attended a feeder school for at least two years before the time of transfer. (See note vii).
6th	Pupils starting at an infant school with a sibling attending at the same time in the linked junior school. (See note iv). or Pupils transferring to high school who will have an older brother or sister attending the linked upper school at the same time. (See note iv).
7th	Pupils basing their application on religious belief. (See note viii).
8th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note ix).

Notes:

- i. Combinations of the above criteria are used where appropriate, in priority order.
- ii. 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 residence order 19 or special guardianship order). In such circumstances a letter from the last local authority in which the child was in the care of will be required.
- iii. The child's place of residence is taken to be the parental home where they spend the majority of the school week. Living in the catchment area does not guarantee you a place at your catchment school.
- iv. The term "half or step brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v. Regarding brothers or sisters who will be of sixth form age, these are counted as brother/sister connections for criteria 3 or 6 above.
- vi. If criteria 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 in the care of an LA
 - 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 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)

Each case will be assessed on its individual merits.

- vii. For criteria 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.
- viii. For criteria 7 above, a letter of support from your Minister or Religious Leader will be required explaining how the school caters for your faith.

For schools listed below a Minister's letter is required to support the parent's application that verifies children are from a church going family, for example, who have attended a Christian place of worship at least once a month for a year prior to application;



This criterion only applies to the following CE VC schools:

Blaby Stokes C of E Primary	Broughton Astley Orchard C of E Primary	Castle Donington St Edward's C of E Primary	Coalville All Saints C of E Primary	Cossington C of E Primary
Fleckney C of E Primary	Hinckley St Mary's C of E Primary	Husbands Bosworth C of E Primary	Ibstock St Denys C of E Infant	Long Whatton C of E Primary
Measham C of E Primary	Quorn St Bartholomew's C of E Primary	Swannington C of E Primary	Swithland St Leonard's C of E Primary	

ix. For Criterion 8 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn, supervised by an independent officer.

Please note that late applications receive the lowest priority.

Applying for a school place at other times (mid-term applications)

In year co-ordination for mid-term transfer

For Leicestershire residents applications should be made using the LA's mid term application form, available online: www.leicestershire.gov.uk/admissions or by completing a paper version available from the School Admissions Service Tel: 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 (see links from www.leicestershire.gov.uk) and submit this direct to the school you wish to apply for (a paper version is available from the school).

The LA will aim to process all mid term applications within fifteen working days wherever possible, and will write to you to inform you of the outcome of your application. If you are successful the letter will inform you of what steps to take next.

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).

When moving areas

Requests for in catchment movement will only be agreed if there are spaces available or the conditions in 13.33 and 13.44 of the 2017 admissions policy are met. Own admissions authority schools may differ. For more information please contact the School Admissions Service on 0116 305 6684.

Points 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 schools
- 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
- Have you considered how you will get your child to the new school?
- Have you considered the negative impact in preparing for examinations for your child in Year 6?
- 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
- Consider the loss of friendship groups. This especially affects younger children.

The appeals procedure

In relation to school appeals the LA, through the County Council's Legal Services, conduct the appeals process for community schools. Foundation, Trust, Faith, Academy, Free Schools, and Studio Schools in some instances, engage the services of the LA to run their appeals. However most run their own appeals processes.

If you decide to appeal, you must have applied and been refused a school place before you can appeal. You will need to contact the School Admissions Service to request a Notice of Appeal form, or you can download a form from www.leicestershire.gov.uk/appeal-against-a-school-decision 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 Appeals Committee which is independent of the Children and Family Services.

Please note that repeat 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. In appeals for places in infant classes that already have 30 children, the panel can only allow the parent's appeal if the Local Authority has made an error or acted unreasonably.

Contact details of other local authorities surrounding the Leicestershire borders:

- **Leicester City:** 0116 454 1009 - www.leicester.gov.uk
- **Rutland:** 01572 722 577 - www.rutland.gov.uk
- **Coventry City:** 024 7683 1511 - www.coventry.gov.uk
- **Nottingham City:** 0115 841 5568 - www.nottinghamcity.gov.uk
- **Derby City:** 01332 642 726 - www.derby.gov.uk
- **Nottinghamshire:** 0115 982 3823 - www.nottinghamshire.gov.uk
- **Derbyshire:** 01629 533 190 - www.derbyshire.gov.uk



- **Staffordshire:** 01785 278 593 - www.staffordshire.gov.uk
- **Lincolnshire:** 01522 782 030 - www.lincolnshire.gov.uk
- **Warwickshire:** 01926 410 410 - www.warwickshire.gov.uk
- **Northamptonshire:** 0300 1261 000 - www.northamptonshire.gov.uk

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

Elective Home Education

The Local Authority has a duty to make enquiries to determine that all children and young people who are home educated are receiving a full time education suitable to their age, ability, aptitude, and any special educational needs they may have. To fulfil this duty, officers will make arrangements to meet families to discuss the educational provision in place for their child/children.

For further information email homeeducation@leics.gov.uk or telephone 0116 305 2071.

Children Missing Education

The Local Authority has put in place rigorous arrangements for identifying and maintaining contact with children missing, or at risk of going missing, from education.

The named officer responsible for receiving details of children who are missing from education, and for brokering support for them through the most appropriate agencies is:

JoAnne Rees, Pupil Services Manager, School Admissions and Pupil Services,

County Hall, Glenfield, Leicester LE3 8RF. Tel: 0116 305 2071, email: cme@leics.gov.uk

The process of tracking pupils without an educational placement is part of our collective responsibility and ongoing commitment to safeguarding the welfare of young people.

It is vital that anyone who becomes aware that a child is not, or does not appear to be in education, notifies the named person without delay.

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 email pupilservicescourteam@leics.gov.uk or telephone 0116 305 6743.

Children with Medical Needs

The Local Authority must arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

For further information contact:

Medical Needs Co-ordinator, School Admissions & Pupil Services,
County Hall, Glenfield, Leicester, LE3 8RF.

Telephone: 0116 3050262. Email: medicalneeds@leics.gov.uk

As a Parent

As a parent how can I help support my child in school?

- Support your child's school by signing the home/school agreement
- Read the prospectus, annual Governor's reports and regular newsletters to keep fully informed about what is happening in school
- Attend parents' evenings and curriculum workshops wherever possible in order to support your child's learning
- Support school activities such as class assemblies, sports day and concerts
- Support your child's learning at home and, as they get older, provide a quiet space for homework
- If you have time, offer help with a variety of activities, such as cookery, educational visits and swimming
- If available, support the Parents' Association
- Consider standing as a Parent Governor and becoming involved in the management of the school
- Vote in the election of Parent Governors and support the candidate with your views
- Make every effort to get to know the Headteacher and staff 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.

Apply online at www.leicestershire.gov.uk/admissions

Secondary Education

For detailed information about secondary schooling in Leicestershire, there is a similar booklet called 'Your Guide to Secondary Education', go online at www.leicestershire.gov.uk/admissions or copies are available from your local school or library.

School clothing

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



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-directorykey

Key Contacts

• Adult Learning

Tel: 0116 305 6387

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

• Children Missing Education

Tel: 0116 305 2071

Email: cme@leics.gov.uk

• Children with Medical Needs

Tel: 0116 305 0262

Email: medicalneeds@leics.gov.uk

• Court Team

Tel: 0116 305 6743

Email: pupilservicescourteam@leics.gov.uk

• Diocese of Leicester – Church of England

Tel: 0116 261 5302

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 5755

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

Fax: 0116 305 0011

Web: www.leics.gov.uk/firstresponse

• Free School Meals

Tel: 0116 305 6588 / 0116 305 7093

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.leics.gov.uk/governors

• Leicester-Shire Schools Music Service

Tel: 0116 305 0400

Email: lsms@leics.gov.uk

Web: www.leics.gov.uk/lsms



- **Multi Agency Traveller Unit (MATU)**
Tel: 0116 305 8156
Email: Multi.AgencyTravellersUnit@leics.gov.uk
Web: www.leics.gov.uk/travellers_contacts
- **Ofsted Reports**
Tel: 0300 123 4234
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk
- **Performance Licences and Chaperones**
Tel: 0116 305 6597 / 0116 305 6544 / 0116 305 7820
Email: childrenentertainment@leics.gov.uk
Web: www.leicestershire.gov.uk/child-employment
- **Pupil Exclusions**
Tel: 0116 305 2071 / 0116 305 6597
Email: exclusions@leics.gov.uk
Web: www.leics.gov.uk/exclusions
- **Psychology Service**
Tel: 0116 305 5100
Email: psychology@leics.gov.uk
Web: www.leicestershire.gov.uk/educational-psychology-service
- **School Admissions**
Tel: 0116 305 6684
Email: admissions@leics.gov.uk
Web: www.leicestershire.gov.uk/admissions
- **Specialist Teaching Service**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/specialist-teaching-services
- **Student Finance**
Tel: 0300 100 0607
Web: www.gov.uk/student-finance
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.leics.gov.uk/youthservice

Key Dates

School Terms & Holidays

Academic Year 2016-2017

Academic Year 2017-2018

Academic Year 2018-2019

Please contact individual schools for local variations in the holiday pattern.

First-time Admission & Infant to Junior/Primary School Transfer (entry September 2017)

1st September 2016:

Transfer from infant school to junior/primary school application process begins for Autumn 2017.

15th January 2017:

Closing date for submission of applications for first-time admission and transfer from infant to junior/primary school.

18th April 2017:

First-time admission/infant to junior school transfer decision results posted to parents/posted on-line.

FTA and infant to junior school over-subscription lists operate where schools are full.

31st December 2017:

Over-subscription lists for first-time admission and infant to junior transfer 2017 close.



Key to Symbols

The symbols used on the following pages are shown below. They are split into two useful groups to help you find the information you require more quickly.

CONTACT DETAILS

 Headteacher	 Telephone Number	 Email Address
 Postal Address	 Fax Number	 Website Address

GENERAL INFORMATION

 Age Range	 Opening Times	 Planned Admission Number
--	--	---

 **School Type: Community, Foundation, Trust, Faith, Academy, Free and Studio Schools.**

From September 2011 Leicestershire have a number of academy status schools. This means they will have opted out of LA control.

The majority of schools in Leicestershire are community schools with the Local Authority being the admitting authority. For Foundation, Trust, Faith, Academy, Free and Studio Schools the LA is not the admitting authority; it is instead the school themselves.

Regardless of the admitting authority admission applications must be made through the LA, using the LA's common application form. For community and voluntary controlled schools, the admissions criteria used is on page 8. For all others please see the particular school's admission criteria available on their website.

In relation to school appeals, the LA through the County Council's Legal Services conduct the appeals process for Community Schools. Foundation, Trust, Faith, Academy, Free School, and Studio Schools in some instances engage the services of the LA to run their appeals, however, most run their own appeals processes.

For Voluntary Aided, Foundation or Trust Schools refer to the schools own admission criteria available on their website.

 **Disabled Access**

Pathway School - Ensures that wheelchair users and pupils with mobility problems start in a partially accessible primary school that feeds into a partially accessible high and upper school.

Partially Accessible - When wheelchair users and pupils with mobility problems will be able to access all areas of the curriculum, but not necessarily all of the school building.

School Areas in Leicestershire



-  See page 18
-  See page 27
-  See page 38
-  See page 48
-  See page 59

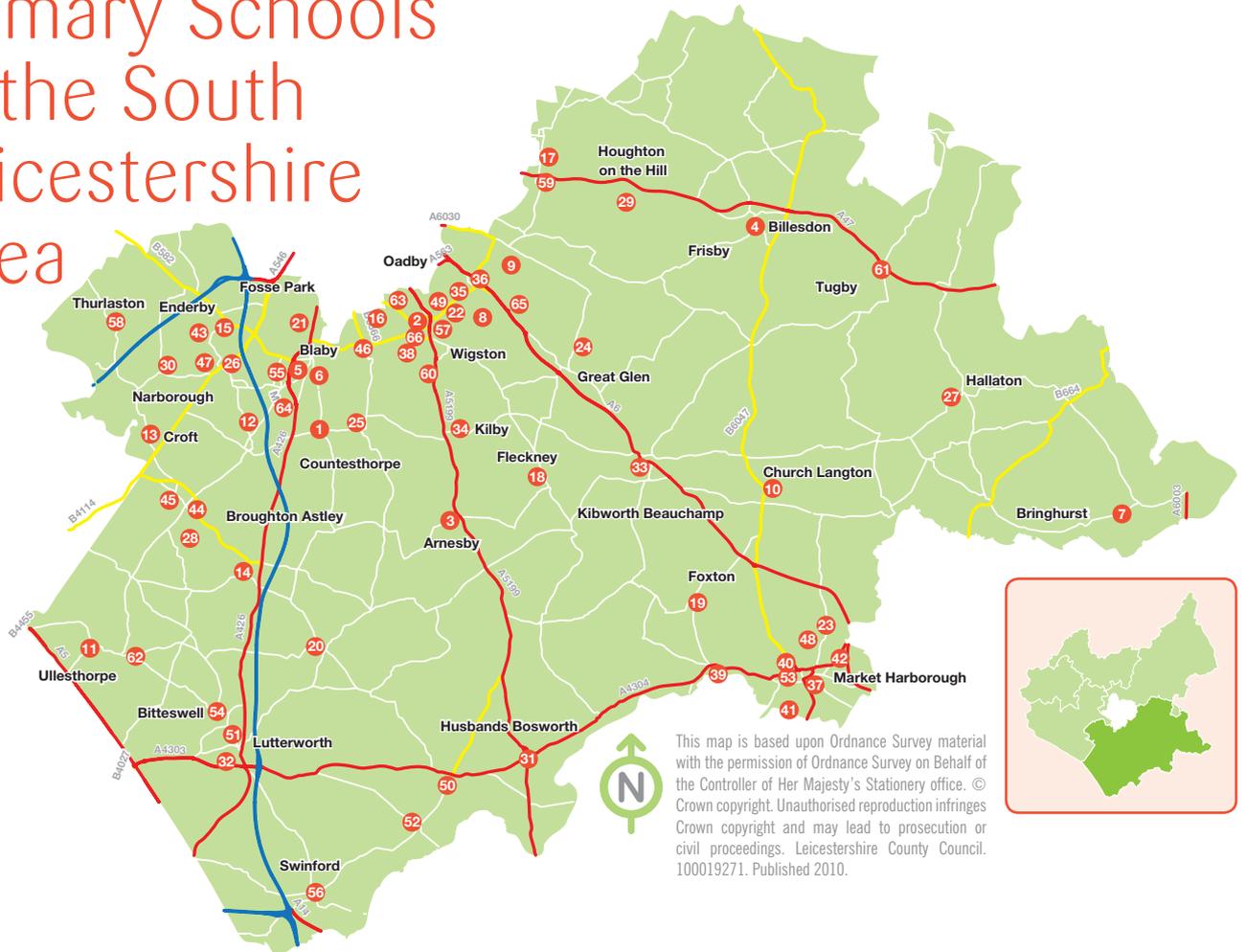


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There is an alphabetical index of primary schools on page 74



Primary Schools in the South Leicestershire Area



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- | | | | |
|----|--|------------------------|---|
| 1 | Countesthorpe Nursery School | 49 | Saint John Fisher Catholic Voluntary Academy, Wigston |
| 2 | All Saints Church of England Primary School | 50 | Saint Andrew's Church of England Primary School, North Kilworth |
| 3 | Arnesby Church of England Primary School | 51 | Sherrier Church of England Primary School |
| 4 | Billesdon Parochial Primary School | 52 | South Kilworth Church of England Primary School |
| 5 | Blaby Stokes Church of England Primary School | 53 | St. Joseph's Catholic Voluntary Academy |
| 6 | Blaby Thistly Meadow Primary School | 54 | St Mary's Church of England Primary School, Bitteswell |
| 7 | Bringhurst Primary School | 55 | St Peter's Church of England Primary School, Whetstone |
| 8 | Brocks Hill Primary School | 56 | Swinford Church of England Primary School |
| 9 | Brookside Primary School, Oadby | 57 | The Meadow Community Primary School |
| 10 | Church Langton Church of England Primary School | 58 | Thurlaston Church of England Primary School |
| 11 | Claybrooke Primary School | 59 | Thurnby St Luke's Church of England Primary School |
| 12 | Cosby Primary School | 60 | Thythorn Field Community Primary School |
| 13 | Croft Church of England Primary School | 61 | Tugby Church of England Primary School |
| 14 | Dunton Bassett Primary School | 62 | Ullesthorpe Church of England Primary School |
| 15 | Enderby Danemill Primary School | 63 | Water Leys Primary School |
| 16 | Fairfield Community Primary School | 64 | Whetstone Badgerbrook Primary School |
| 17 | Fernvale Primary School | 65 | Woodland Grange Primary School, Oadby |
| 18 | Fleckney Church of England Primary School | Special Schools | |
| 19 | Foxton Primary School | 66 | Birkett House Community Special School |
| 20 | Gilmorton Chandler Church of England Primary School | | |
| 21 | Glen Hills Primary School | | |
| 22 | Glenmere Community Primary School | | |
| 23 | Great Bowden Church of England Primary School | | |
| 24 | Great Glen St Cuthbert's Church of England Primary School | | |
| 25 | Greenfield Primary School | | |
| 26 | Greystoke Primary School Narborough | | |
| 27 | Hallaton Church of England Primary School | | |
| 28 | Hallbrook Primary School Broughton Astley | | |
| 29 | Houghton On the Hill Church of England Primary School | | |
| 30 | Huncote Community Primary School | | |
| 31 | Husbands Bosworth Church of England Primary School | | |
| 32 | John Wycliffe Primary School | | |
| 33 | Kibworth Church of England Primary School | | |
| 34 | Kilby St Mary's Church of England Primary School | | |
| 35 | Langmoor Primary School Oadby | | |
| 36 | Launde Primary School | | |
| 37 | Little Bowden School | | |
| 38 | Little Hill Primary School | | |
| 39 | Lubenham All Saints Church of England Primary School | | |
| 40 | Market Harborough Church of England Primary Academy | | |
| 41 | Market Harborough Farndon Fields Primary School | | |
| 42 | Meadowdale Primary School | | |
| 43 | Narborough The Pastures Primary School | | |
| 44 | Old Mill Primary School, Broughton Astley | | |
| 45 | Orchard Church of England Primary School, Broughton Astley | | |
| 46 | Parkland Primary School, South Wigston | | |
| 47 | Red Hill Field Primary School | | |
| 48 | Ridgeway Primary Academy | | |

Apply for a school place online:
www.leicestershire.gov.uk/admissions

1. Countesthorpe Nursery School* - DfE 1000 For admission policy visit: www.countesthorpenurseryschool.co.uk

 Mr Colin Bowpitt

 The Drive, Countesthorpe, Leics LE8 5PB

 0116 277 3489

 -

 info@countesthorpe-nur.leics.sch.uk

 www.countesthorpenurseryschool.co.uk

 -  9.15am – 3.00pm  -  -  -

2. All Saints Church Of England Primary School - DfE 3331 For admission policy visit: www.allsaintsprimary.com

 Mrs Jenny Marshall

 Long Street, Wigston, Leics LE18 2AH

 0116 288 0013

 0116 257 0446

 headteacher@allsaintscofe.leics.sch.uk
schooloffice@allsaintscofe.leics.sch.uk

 www.allsaintsprimary.com

 4+ to 10 Years  8.40am – 3.15pm  Voluntary Aided  Partially Accessible  50

3. Arnesby Church of England Primary School - DfE 3000

 Ms Christine Hurst

 Mill Hill Road, Arnesby, Leics LE8 5WG

 0116 247 8563

 0116 247 8563

 office@arnesby.leics.sch.uk

 www.arnesby.leics.sch.uk

 4+ to 11 years  8.50am -3.15pm  Voluntary Controlled  -  10

4. Billesdon Parochial Primary School - DfE 3011

 Mrs Anita Timson

 Gaulby Road, Billesdon, Leics LE7 9AG

 0116 259 6327

 0116 259 6327

 headteacher@billesdon.leics.sch.uk
officestaff@billesdon.leics.sch.uk

 www.billesdon.leics.sch.uk

 4+ to 11 years  8.45am – 3.00pm  Voluntary Controlled  -  15

5. Blaby Stokes Church of England Primary School - DfE 3012

 Mrs Deirdre Kallquist

 Queens Road, Blaby, Leics LE8 4EG

 0116 277 2082

 0116 277 2082

 admin@blabystokes.com

 www.blabystokes.com

 4+ to 11 years  8.45am – 3.15pm (KS1)
8.45am – 3.20pm (KS2)  Voluntary Controlled  Pathway School  60

*Admissions are subject to the nursery school's Admissions Policy. Please contact the school for further details.



Apply for a school place online:
www.leicestershire.gov.uk/admissions

Unless otherwise stated all admissions are subject to the Local Authority's admissions policy

6. Blaby Thistly Meadow Primary School - DfE 2115

 Mr Colin Bowpitt

 Hospital Lane, Blaby, Leics LE8 4FE

 0116 277 5648

 0116 277 5678

 office@thistlymeadow.leics.sch.uk

 www.thistlymeadow.net

 4+ to 11 years  8.55am – 3.15pm  Community  Pathway School  30

7. Bringham Primary School - DfE 2016 *For admission policy visit: www.bringhurstprimary.co.uk*

 Mrs Angela Watson

 Great Easton Road, Bringham, Market Harborough, Leics LE16 8RH

 01536 770362

 -

 office@bringhurstprimary.co.uk

 www.bringhurstprimary.co.uk

 4+ to 11 years  9.00am – 3.20pm  Academy  -  26

8. Brocks Hill Primary School - DfE 2333 *For admission policy visit: www.brockshill.leics.sch.uk*

 Ms Michelle Walton

 Howdon Road, Oadby, Leics LE2 5WP

 0116 271 4885

 0116 271 5756

 office@brockshill.leics.sch.uk

 www.brockshill.leics.sch.uk

 4+ to 11 years  8.50am – 3.15pm (FS/KS1)
8.50am – 3.20pm (KS2)  Academy  Pathway School  60

9. Brookside Primary School, Oadby - DfE 2189

 Miss Grace Brown

 Copse Close, Oadby, Leics LE2 4FU

 0116 271 3680

 0116 271 6643

 office@brookside.leics.sch.uk

 www.brookside.leics.sch.uk

 4+ to 11 years  9.00am – 3.15pm  Community  -  60

10. Church Langton Church of England Primary School - DfE 3332 *For admission policy visit: www.churchlangton.leics.sch.uk*

 Mr Stephen Roddy

 Stonton Road, Church Langton, Market Harborough, Leics LE16 7SZ

 01858 545237

 01858 545352

 office@churchlangton.leics.sch.uk
headteacher@churchlangton.leics.sch.uk

 www.churchlangton.leics.sch.uk

 4+ to 11 years  8.50am- 3.15pm  Voluntary Aided  Pathway School  30



Headteacher

Postal address

Telephone number

Fax number

Email address

Website address

Age range

Opening times

School type

Disabled access

Admission no. Autumn 2016

11. Claybrooke Primary School - DfE 3052

 Mrs Jo Blackburn

 Main Road, Claybrooke Parva, Lutterworth, Leics LE17 5AF

 01455 209238

 01455 202873

 office@claybrooke.leics.sch.uk

 www.claybrooke.leics.sch.uk

 4+ to 11 yrs  9.00am – 3.15pm  Voluntary Controlled  -  15

12. Cosby Primary School - DfE 2029 *For admission policy visit: www.cosby.school*

 Mrs Tracy Withers

 Portland Street, Cosby, Leics LE9 1TE

 0116 286 3103

 0116 286 3429

 office@cosby.school

 www.cosby.school

 4+ to 11 years  9.00am – 3.10pm (FS/KS1)
8.50am – 3.15pm (KS2)  Academy  -  40

13. Croft Church Of England Primary School - DfE 3027

 Mr Adrian Gyles

 Brookes Avenue, Croft, Leics LE9 3GJ

 01455 282643

 01455 282643

 office@croft.leics.sch.uk
headteacher@croft.leics.sch.uk

 www.croft.leics.sch.uk

 4+ to 11 yrs  8.55am – 3.15pm  Voluntary Controlled  Pathway School  20

14. Dunton Bassett Primary School - DfE 2034

 Mrs Jo Blackburn

 The Mount, Dunton Bassett, Lutterworth, Leics LE17 5JL

 01455 209557

 01455 208928

 SchoolOffice@duntonbassett.leics.sch.uk

 www.duntonbassett.leics.sch.uk

 4+ to 11 yrs  8.50am – 3.10pm  Community  Pathway School  15

15. Enderby Danemill Primary School - DfE 2141 *For admission policy visit: www.danemill.com*

 Mrs Catherine Winterton

 Mill Lane, Enderby, Leics LE19 4LH

 0116 286 2674

 -

 office@danemill.com

 www.danemill.com

 4+ to 11 yrs  8.55am – 3.20pm (EYFS/KS1)
8.55am – 3.25pm (KS2)  Academy  -  60



Apply for a school place online:
www.leicestershire.gov.uk/admissions

Unless otherwise stated all admissions are subject to the Local Authority's admissions policy

16. Fairfield Community Primary School - DfE 2158 For admission policy visit: www.fairfieldcpschool.co.uk

 Mrs Elizabeth Braithwaite	 0116 277 4557			
 Cheshire Drive, South Wigston, Leics LE18 4WA	 office@fairfd.leics.sch.uk			
 0116 278 2424	 www.fairfieldcpschool.co.uk			
 4+ to 11 years	 8.55am – 3.15pm	 Academy	 Pathway School	 30

17. Fernvale Primary School - DfE 2149

 Miss Natalie Hackett	 0116 241 6722			
 Somerby Road, Thurnby, Leics LE7 9PR	 office@fernvale.leics.sch.uk			
 0116 241 6722	 www.fernvale.leics.sch.uk			
 4+ to 11 years	 8.50am – 3.15pm	 Community	 -	 45 (Yr0) 30 (Yr1-6)

18. Fleckney Church of England Primary School - DfE 3034

 Mr Tim Leah	 0116 240 2370			
 Batchelor Road, Fleckney, Leics LE8 8BE	 fleckneyprimary@fleckney.leics.sch.uk			
 0116 240 2288	 www.fleckney.leics.sch.uk			
 4+ to 11 years	 9.00am – 3.05pm (FS) 9.00am – 3.10pm (KS1) 9.00am – 3.15pm (KS2)	 Voluntary Controlled	 Pathway School	 60

19. Foxton Primary School - DfE 2036

 Mr Phillip Clark	 01858 540171			
 Gallow Field Road, Foxton, Market Harborough, Leics LE16 7QZ	 office@foxton.leics.sch.uk			
 01858 545328	 www.foxton.leics.sch.uk			
 4+ to 11 years	 8.55am – 3.20pm	 Community	 -	 15

20. Gilmorton Chandler C of E Primary School - DfE 3325 For admission policy visit: www.gilmortonchandler.leics.sch.uk

 Mrs Marie Sandford	 01455 552606			
 Church Lane, Gilmorton, Lutterworth, Leics LE17 5LU	 office@gilmortonchandler.leics.sch.uk maries1@gilmortonchandler.leics.sch.uk			
 01455 552343	 www.gilmortonchandler.leics.sch.uk			
 4+ to 11 yrs	 9.00am – 3.30pm	 Academy	 -	 30



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County Council

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You can make a difference to children
and young people in Leicestershire

Get in touch to find out more: Tel: **0116 305 0505**

Email: **fosteringandadoption@leics.gov.uk**

www.fosteringleicestershire.com

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**



Leicestershire
County Council

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

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