



# Your Guide to Secondary Education in Leicestershire

2025 - 2026

For admissions entry September 2025 and mid-term  
transfers during 2025-2026 academic year



## Director's message

### Dear Parents and Carers

**Thank you for accessing the Leicestershire Your Guide to Secondary Education. This is for families of children who will be transferring to secondary school in autumn 2025.**

I am pleased to say that last year 91.2% of families secured their first preference school and 98.2% secured one of their preferred schools. This is also an invaluable guide for those families seeking to make a mid-term transfer to another secondary school during the 2025/26 academic year.

As well as details of schools available the guide explains some key information, including the new opportunity to apply for five school preferences. Because some popular schools may be full it is important that you include a local catchment school amongst your preferences to avoid disappointment. Key messages for those transferring to secondary school for entry from September 2025:

- Apply for up to five schools; by doing so, you will have immediately increased your likelihood of success in securing a preferred school;
- Ensure you include your catchment school (where appropriate);
- Parents of children who may have additional needs must still apply for a mainstream school unless an Education and Health Care Plan with a named school is in place. In this situation it is helpful to have an early discussion with the proposed school to establish what support is needed;
- Apply by the National closing date, 31st October.

Additional points to remember:

- Before submitting your application form, make sure you are happy with the order of your school preferences. The best way to apply is online;

- Attend the open days and/or evenings for the schools you are considering, and find out information such as under what criteria children secured places last year, whether your address is within the catchment etc;
- The window to apply opens from 1st September and closes on 31st October; all on-time applications will be processed together; the National offer date is, when you will find out which school has been allocated, is 1st March (or the next working day).

Changing schools part way through an academic year:

- Before considering changing your child's school, do not assume there will be a place available at another school. Check availability at the intended school and consider how you will ensure your child's education continues;
- If you decide to appeal, it may take several weeks before a hearing can be organised. Again, consider how you will ensure your child's education continues;
- If you do not take up a place at the alternative school and your child is out of education you risk being issued with a non-attendance order.

If you have any additional questions, please contact us through the admissions contact form.

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

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](http://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

## 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 **2025** is **October 31st 2024**

## ▶ 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 Secondary 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.



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?

### All 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 2024



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 2025 (or next available working day)



Leicestershire County Council operates an ONLINE application system that we advise you use [www.leicestershire.gov.uk/admissions](http://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 five 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](mailto: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**

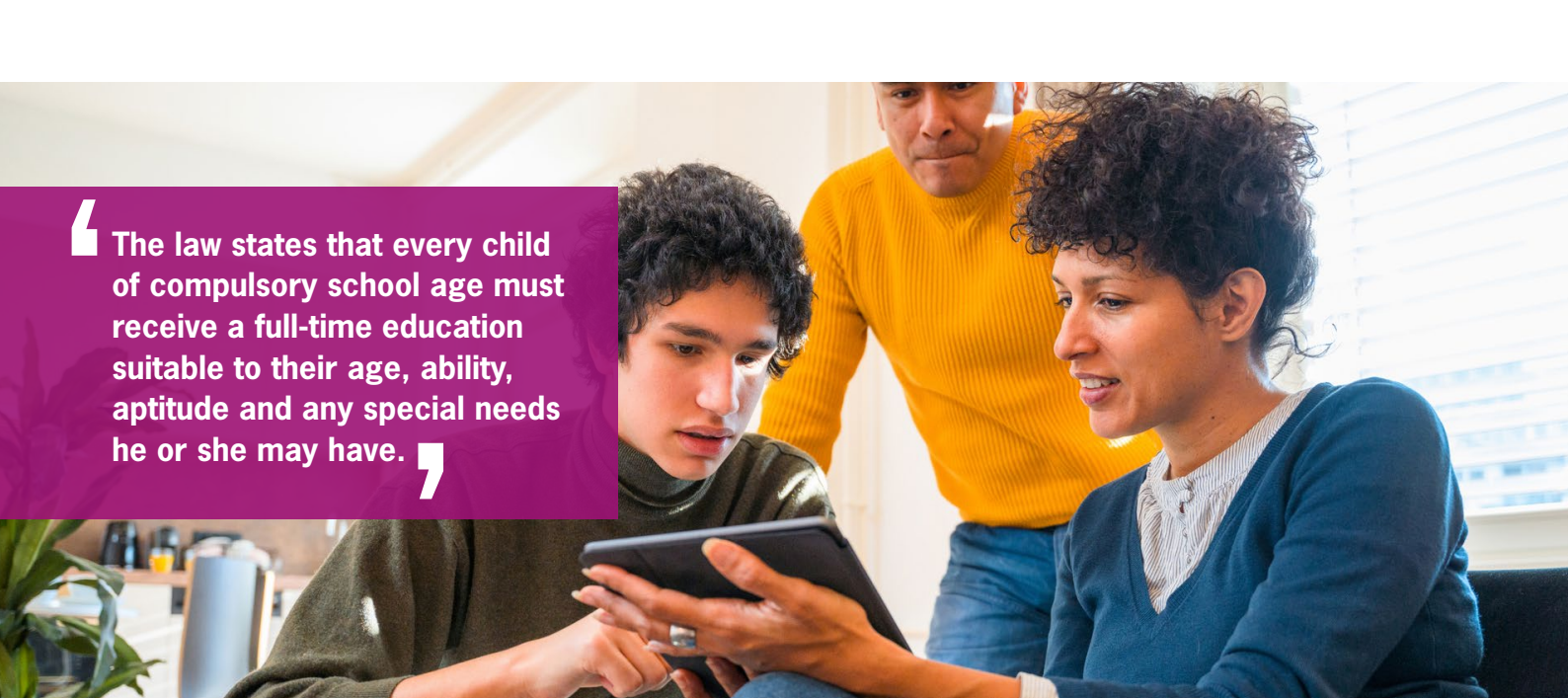
(This is not an exhaustive list or set of criteria)



**Apply Online**

[www.leicestershire.gov.uk/admissions](http://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](http://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](http://www.leicestershire.gov.uk/admissions). The form will invite you to express up to five 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 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](http://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 five 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 Schools 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](http://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).

**7,635 Applications**  
Received for September 2024

**91.2%**  
Secured their  
**First Choice**

**98.3%**  
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](http://www.leicestershire.gov.uk/admissions)



**Apply Online**

[www.leicestershire.gov.uk/admissions](http://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. Any changes after the 16th November is too late to take into account as the allocation process will have already started. 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.

If the LA is unable to offer a place at one of your preferences then you will be automatically agreed a place at the next nearest school with space to your home address.

### **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.



## ▶ Oversubscription Admissions Criteria

### IMPORTANT!



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

All school's must have a set of Admissions Oversubscription Criteria which are used to determine school places where there more applications than places available.

To view the oversubscription criteria for a particular secondary school you are advised to go to the school's website and to locate the school's admissions policy. The oversubscription criteria will be a list of rules that are used to rank applications until the school is filled. All oversubscription criteria must have Looked After Children (LAC) and Previously Looked After Children (PLAC) as the highest criterion. More often than not, the final criterion will often be distance, where distance measurement is a straight-line from the home address to the school's designated front gate. You are however advised to check each school's exact definition of how distance is measured.

Leicestershire County Council as required by the School Admissions Code operates an equal preferencing processing system. This means to maximize your opportunity to secure a school of your

preference, you should apply for up to five schools ranked in order of preference. Where we have more applications than places the school's criteria is applied, we will always try to secure you your highest ranking. If we cannot secure you any of your preference(s) the system will auto-allocate you the next nearest school to your home address with space, you will also retain the right of an appeal if you wish.

It is also important to note, children with an Education Health and Car Plan (EHCP) sit outside the admissions process, and you should read in the school's admissions policy how EHCP children are considered.

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



## ► Mid-term Transfers, Applying for a School Place at other times, i.e. part way through the academic year

For the majority of Leicestershire schools, parents and carers should apply online at [www.leicestershire.gov.uk/admissions](http://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. Some Leicestershire secondary schools however, have their own process and you will need to apply directly to the individual school. To find out more you are advised to view the school's website.

Leicestershire County Council as required by the School Admissions Code operates an equal preferencing processing system. This means to maximize your opportunity to secure a school of your preference, you should apply for up to three schools ranked in order of preference. Where we have more applications than places the school's criteria is applied, we will always try to secure you your highest ranking school. If we cannot secure you any of your school preference(s). We will inform you where the next nearest school is with space, and your right of appeal.

To accelerate the processing of your form when applying for an own admission authority school i.e. to a school that processes its own school applications, it is advisable you also complete the school's 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). 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](http://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 of school's admissions policy are met.

**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.**



## ► 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.

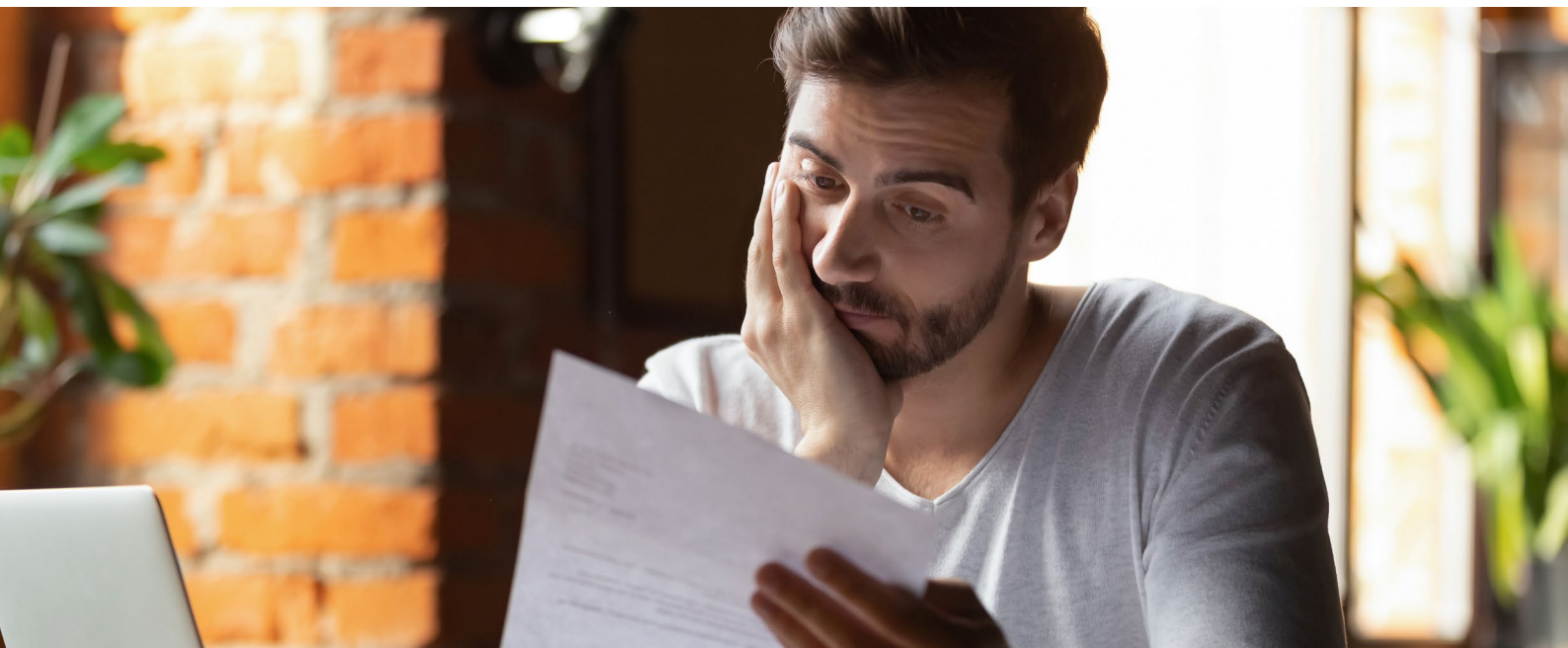
### IMPORTANT!



**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).**

### IMPORTANT CONSIDERATIONS

- ✓ 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

### Most schools in Leicestershire engage the LA's School Appeals Service to run their appeals.

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.**

**Appeals Webpage**

[Click here](#)







## ▶ 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](http://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



### 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 (0800 100 900). 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](http://www.leicestershire.gov.uk/special-educational-needs-assessment)

### School Transport

[www.leicestershire.gov.uk/education-and-children/school-transport](http://www.leicestershire.gov.uk/education-and-children/school-transport)

### Choose How You Move

[www.choosehowyoumove.co.uk/schools](http://www.choosehowyoumove.co.uk/schools)

### Beyond Bullying

[www.beyondbullying.com](http://www.beyondbullying.com)

### Family Information Directory (FID)

[www.leicestershire.gov.uk/family-information-directory](http://www.leicestershire.gov.uk/family-information-directory)

## Key Contacts

- **Adult Learning**  
Tel: 0800 9880308  
Email: [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/golearn](http://www.leicestershire.gov.uk/golearn)
- **Beaumanor Hall & Park (Outdoor Education and Conference Service)**  
Tel: 01509 890 119  
Email: [beaumanor.hall@leics.gov.uk](mailto:beaumanor.hall@leics.gov.uk)  
Web: [www.beaumanorhall.co.uk](http://www.beaumanorhall.co.uk)
- **Child Employment (13-16 year olds)**  
Tel: 0116 305 6597 / 0116 305 6544 / 0116 3057820  
Email: [childemployment@leics.gov.uk](mailto:childemployment@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/child-employment](http://www.leicestershire.gov.uk/child-employment)
- **Court Team**  
Tel: 0116 305 6743  
Email: [pupilservicescourteam@leics.gov.uk](mailto:pupilservicescourteam@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/school-attendance](http://www.leicestershire.gov.uk/school-attendance)
- **Diocese of Leicester – Church of England**  
Tel: 0116 2615 200  
Email: [Carolyn.Lewis@LecCofE.org](mailto:Carolyn.Lewis@LecCofE.org)  
Web: [www.leicester.anglican.org](http://www.leicester.anglican.org)
- **Diocese of Nottingham – Catholic**  
Tel: 01332 293833 Ext 220  
Email: [neil.weightman@nottingham-des.org.uk](mailto:neil.weightman@nottingham-des.org.uk)
- **Early Learning and Childcare Service**  
Tel: 0116 305 6545  
Email: [family@leics.gov.uk](mailto:family@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/early-years-and-childcare](http://www.leicestershire.gov.uk/early-years-and-childcare)
- **Education Quality**  
Tel: 0116 305 6445  
Email: [childrenservices@leics.gov.uk](mailto:childrenservices@leics.gov.uk)

- **Elective Home Education**  
Tel: 0116 305 2071  
Email: [homeeducation@leics.gov.uk](mailto:homeeducation@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education)
- **Family Learning**  
Tel: 0116 305 6500  
Email: [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/golearn](http://www.leicestershire.gov.uk/golearn)
- **First Response Children's Duty Team**  
Tel: 0116 305 0005  
Email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding](http://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding)
- **Free School Meals**  
Tel: 0116 305 5000  
Email: [freeschoolmeals@leics.gov.uk](mailto:freeschoolmeals@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/free-school-meals](http://www.leicestershire.gov.uk/free-school-meals)
- **Governor Development Service**  
Tel: 0116 305 6503  
Email: [governors@leics.gov.uk](mailto:governors@leics.gov.uk)  
Web: [www.leicestershiretradedservices.org.uk/Services/3133](http://www.leicestershiretradedservices.org.uk/Services/3133)
- **Leicester-Shire Schools Music Service**  
Tel: 0116 305 0400  
Email: [lsms@leics.gov.uk](mailto:lsms@leics.gov.uk)  
Web: [www.leicestershiremusichub.org](http://www.leicestershiremusichub.org)
- **Multi Agency Traveller Unit (MATU)**  
Tel: 0116 305 8156  
Email: [Multi.AgencyTravellersUnit@leics.gov.uk](mailto:Multi.AgencyTravellersUnit@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/gypsy-and-traveller-services](http://www.leicestershire.gov.uk/gypsy-and-traveller-services)
- **Ofsted Reports**  
Tel: 0300 123 4234  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Web: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- **Pupil Exclusions**  
Tel: 0116 305 2071 / 0116 305 6597  
Email: [exclusions@leics.gov.uk](mailto:exclusions@leics.gov.uk)
- **Psychology Service**  
Tel: 0116 305 5100  
Email: [psychology@leics.gov.uk](mailto:psychology@leics.gov.uk)  
Web: [www.leicestershire.gov.uk/educational-psychology-service](http://www.leicestershire.gov.uk/educational-psychology-service)
- **Specialist Teaching Service**  
Tel: 0116 305 9400  
Email: [STS@leics.gov.uk](mailto:STS@leics.gov.uk)  
Web: <https://resources.leicestershire.gov.uk/specialist-teaching-services>
- **Youth Service**  
Tel: 0116 305 7960  
Email: [earlyhelp@leics.gov.uk](mailto:earlyhelp@leics.gov.uk)  
Web: [www.turning-point.co.uk](http://www.turning-point.co.uk)

# ▶ Key Dates

## Secondary School Transfer key dates entry 2025:

### 1st September 2024:

Letters sent out to parents inviting them to apply to Secondary school(s) for entry Autumn 2025.

### 31st October 2024:

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

### 1st March 2025 (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 2024 after which most are dissolved.

### Mid April 2025:

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

### 31st December 2024:

Over subscription lists for secondary transfer Year 7 for 2024/25 school year close.

## Term times for Academic Year 2025-2026 Community schools only

(Please see individual academy website for their term time dates.)

Term dates 2025/26

Autumn Term	
Schools open:	Monday 26 August 2025
August Bank Holiday:	Tuesday 26 August 2025
Half term break:	Monday 20 to Friday 24 October 2025
Schools close:	Friday 19 December 2025
Spring Term	
Schools open:	Monday 5 January 2026
Half term break:	Monday 16 to Friday 20 February 2026
Schools close:	Friday 27 March 2026
Summer Term	
Schools open:	Monday 13 April 2026
May Day Bank Holiday:	Monday 4 May 2026
Half term break:	Monday 25 to Friday 29 May 2026
Schools close:	Tuesday 7 July 2026

## Inset/Teacher training days 2025/2026

Staff will have an additional five Inset/Training days that the school must determine.

## ▶ 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](mailto: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](mailto: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](http://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](http://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/](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/)

email  
[admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)

**Rutland: 01572 722 577**

[www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/](http://www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/)

email  
[admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

**Coventry City: 0247 7697 5445**

[www.coventry.gov.uk/schooladmissions](http://www.coventry.gov.uk/schooladmissions)

email  
[secondaryadmissions@coventry.gov.uk](mailto:secondaryadmissions@coventry.gov.uk)  
email  
[primaryadmissions@coventry.gov.uk](mailto:primaryadmissions@coventry.gov.uk)

**Nottingham City: 0115 841 5568**

[www.nottinghamcity.gov.uk/schooladmissions](http://www.nottinghamcity.gov.uk/schooladmissions)

email  
[schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

**Nottinghamshire: 0115 982 3823**

[www.nottinghamshire.gov.uk/education/school-admissions](http://www.nottinghamshire.gov.uk/education/school-admissions)

**Derby City: 01332 642727**

[www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/](http://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/)

email  
[admissions@derby.gov.uk](mailto:admissions@derby.gov.uk)

**Derbyshire: 01629 537 479**

[www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

email  
[admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

**Staffordshire: 0300 111 8007**

[www.staffordshire.gov.uk/Education/home.aspx](http://www.staffordshire.gov.uk/Education/home.aspx)

email  
[admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

**Lincolnshire: 01522 782 030**

[www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions)

email  
[schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

**Warwickshire: 01926 410 410**

[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

email  
[admissions@warwickshire.gov.uk](mailto: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](mailto: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](http://www.leicestershire.gov.uk/education-and-children)**