

GENERAL APPLICATION FOR A SCHOOL PLACE



Leicester
City Council
School Admissions Service
New Walk Centre
Welford Place
Leicester LE1 6ZG

PLEASE answer all questions in BLOCK CAPITALS

This form is for the use of parents/carers who reside in Leicester City.

If you reside in the county you will need to contact Leicestershire County Council for an application form.

Only the person with legal responsibility for the child should complete this form.

Section 1 - PUPIL DETAILS

For office use only

First Name:	Surname:	Student ID:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth: / /	Current Age / Year Group:
Parent/Carer's First Name:		Surname:	
Child's Home Address	Post Code:		
	Telephone:		
	Mobile:		
	E-Mail:		

Section 2 - SCHOOL PREFERENCES

If you are applying for a place in a Voluntary Aided School you will also need to fill in a supplementary form. There is also a supplementary form for The Samworth Enterprise Academy if you live in the priority area and are applying on social or medical grounds. These forms can be downloaded from the Leicester City Council website. For a paper copy please contact the Admissions Service. **The supplementary form has to be sent directly to the school you are applying for.**

First Preference:	
Second Preference:	
Third Preference:	

Section 3 - YOUR CHILD'S EDUCATIONAL HISTORY

Is he or she currently attending a school? YES NO

<p>Name and address of Present or Last school attended?</p> <p>School Name:</p> <p>School Address:</p> <p>.....</p> <p>.....</p> <p>Date your child last attended:</p>	<p>Briefly why did they leave or why do you wish to change your child's school?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Has your child been permanently excluded in the last two years? YES NO

Has your child had any fixed period exclusions in the last two years? YES NO

Is he or she on the Special Educational Needs Register as:

School Action School Action Plus Fully Statemented

If fully Statemented, name the Local Authority who issued the statement:

SECTION 4 - BACKGROUND & LANGUAGE ABILITY (Please see Note 4)Is the pupil **new** to Leicester City? YES NO If YES, where from? Please state your child's **English** language ability: Fluent Intermediate Beginner For other language abilities, please state what language(s) are spoken and fluency: **SECTION 5 - HOUSEHOLD INFORMATION**Is the child in the care of a local authority? YES NO If YES, name the Local Authority Is the child on the Children and Young People's Services "List of Children subject to Child Protection Plans"? YES NO Are you fleeing 'domestic violence'. YES NO

If "YES", this application must be supported with a covering letter from your social/case work officer.

Social/Case Work Officer Name & Tel number: My relationship to the child is (please tick one of the below):

Parent:

Mum Dad Step-Parent

Carer:

Guardian Foster Parent Social Worker Other

If Other or Social Worker give details in box below

Does your child have a brother or sister already attending any of your preferred schools. YES NO If 'YES' please give full details below:

	Name of Brother / Sister:	Date of Birth	Year Group	Name of school Brother or Sister is attending	Give home address of brother or sister if different
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 6 - DECLARATION

I declare all the information I have given is correct. I understand that false or fraudulent information may result in my child losing their place.

DATA PROTECTION ACT 1998: I understand the information provided by me on this form is required for the purpose of processing my child's application. It will only be shared with other sections within Children and Young People's Services where appropriate.

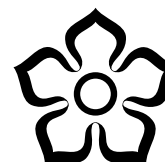
Mr, Mrs, Ms, Miss, Other Print Name Sign: Date

Please ensure you have completed as much of this form as you are able. Failing to do so may delay the processing of this form. If you need any help, contact the School Admissions Service on telephone: 0116 252 7009, from 9.00am to 4.30pm Monday to Friday.

Return completed form to:

SCHOOL ADMISSIONS SERVICE, NEW WALK CENTRE, WELFORD PLACE, LEICESTER LE1 6ZG

HOW TO APPLY FOR A SCHOOL PLACE



Leicester
City Council

School Admissions Service
New Walk Centre
Welford Place
Leicester LE1 6ZG



What you need to do?



- 1 Find out the priority school for your address.
- 2 Visit the school with your child.
- 3 Consider what alternative schools are within travelling distance from your home.
- 4 Ask the schools for a copy of their prospectus/information booklet.
- 5 Talk with your child; find out which school they would like to go to.
- 6 Think about how your child will get to school.
- 7 Discuss what is important to you and your child in selecting a school: e.g. friends, locality, uniform, special needs provision and for secondary schools any specialist subjects.
- 8 Decide a preference order remembering that even for a mid-term admission, the priority area school cannot be guaranteed.



Filling in the form.



- 1 Please complete all boxes.
- 2 Make a maximum of three preferences, which need to be made in rank order, meaning your first preference first followed by the others in order. We advise using all three preferences
- 3 Please check that you have fully completed and signed the form before returning it to the school admissions service.



What happens next?



- 1 Forms received are normally acknowledged within 10 working days.
- 2 We will write to you if a place is available at one of your preferred schools. The letter will ask you to contact the school to arrange a start date for your child.
- 3 If you have been unsuccessful for all of your three preferences, the next nearest available school is offered unless your child is already attending a local school.
- 4 If you are not happy with the school offered you have the right to appeal.

If you need any help or advice with any part of the application form you may contact the School Admissions Service on tel: 0116 252 7009 or by contacting the Independent Choice Adviser on tel: 0116 257 5026.

GUIDANCE NOTES

Notes are available in Gujarati, Bengali, Urdu, Punjabi and Somali: Contact 0116 252 7009.

These notes follow the box numbers on the form.

1 PUPIL DETAILS

Please enter the address where your child lives. This should be the address of the parent(s), legal guardian(s) or carers during the School term. If you need help please refer to the appropriate school booklet, available from the School Admissions Service.

2 SCHOOL PREFERENCES

- i Please list the schools you would like your child to attend in order of preference. You can list up to three schools. Putting a second or third preference does not affect the way we respond to your first preference. Please remember your first preference may be full.
- ii If we cannot meet your first preference we will consider your other preferences.

For your information, please make a note of your three school preferences, and the date you return your form.

First Preference

Second Preference

Third Preference

Date you sent this form in:

3 YOUR CHILD'S EDUCATIONAL HISTORY

- i In order to help the processing of this form it is very important you complete this section.
- ii Give as much information as possible relating to the pupil's previous school.

4 BACKGROUND AND LANGUAGE ABILITY

This information is helpful to the school your child is offered a place at and will assist in your child's induction to the school. It is not used in deciding which school your child will be allocated a place at.

5 HOUSEHOLD INFORMATION

This section focuses on household information. We are able to give priority if any of this section applies to your family situation. Therefore it is very important that you complete this section giving full details. In relation to siblings it includes: half brothers or sisters, adopted children, children in foster care & step-children (who live at the same address as the child who is applying).

6 DECLARATIONS

- i You are reminded if a place has been gained through false or fraudulent information – it will be withdrawn.
- ii It is very important the person who is legally responsible for the pupil completes this form and the declaration.

HOW ARE PLACES ALLOCATED?

If the school has not reached the published admission number in the relevant year group, then generally a place would be allocated. There are a few exceptions to this, for instance, if the child for whom a place is being requested has a history of challenging behaviour and the school you are applying for is protected by section 3.32 of the School Admissions Code.

If there are more applications than the number of places available then the oversubscription criteria will be applied. Details of the oversubscription criteria for each school can be found in the admissions section of the Leicester City Council website. They are also included in the following booklets which are available from the City Council:

- ❖ Starting School – for details of all primary and infant schools
- ❖ Transfer to Junior School - for details of all junior schools
- ❖ Admission to Secondary Schools – for details of all secondary schools

Please note that admission to a nursery class does not give priority for admission to the school at the next stage of education.

APPEALS

If we are unable to meet your request for a school place, you can appeal to an independent appeal panel. For more information, please refer to the school booklets or contact the School Admissions Service on Tel: 0116 252 7009

TRANSPORT

For details of entitlement to free school transport please refer to the school booklet or Leicester City council website: www.leicester.gov.uk