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Dear Parent/Carer

Applying for a Junior School Place

Your child is due to transfer to a new school at the beginning of the Autumn Term 2024.

Everyone must apply for a school place, as there is no automatic entry to any school.

You can apply for up to three schools. Selecting just one school won't increase the likelihood of being allocated a place there. Selecting three choices gives you the best opportunity of securing a place at a preferred school. See our website for more information and tips on applying.

For more detailed information on schools in your area, please see Leicestershire's School Prospectus – 'Your Guide to Secondary Education' at www.leicestershire.gov.uk/admissions.

It is important that you apply by the closing date of 15th January 2024. You can do this online at www.leicestershire.gov.uk/admissions. Any application received after this will be considered a late application and will be processed after those received during the applications window. If you apply late, your child may not be offered a place in the school you wish, even if you live very close to it.

If your child is undergoing assessment for an Education and Health Care Plan you should still make an application through this process: if you do not do this you risk missing out on a school place. If your child already has an EHCP the school transfer will be addressed through the annual review process. For more information contact senaservice@leics.gov.uk. Decisions for applications made online will be available on 16th April 2024.



Changing your address before the start of the Autumn Term 2024 may affect your application.

Please seek advice on how a change of address might affect you. You can contact us about this, or get answers to other queries through our contact form on this webpage. <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

Important Notice – Home to School Transport Entitlement

Free secondary school transport is only provided to the ‘nearest’ or ‘nearest Leicestershire’ school where it is over the statutory walking distance, so free transport is no longer provided to the admissions catchment area school*. Feeder school arrangements also have no bearing on entitlement to school transport.

(*except for 3 secondary schools that remain ‘frozen’ in Melton District: Long Field Academy, John Ferneley College and Belvoir Priory Academy see below and Appendix 4 FAQs of our policy for the most up to date list).

Leicestershire County Council implemented its Home to School Transport policy in September 2015. The full policy, Frequently Asked Questions (FAQs) and other details can be found on our website at

www.leicestershire.gov.uk/education-and-children/school-transport/mainstream-school-transport-for-5-to-16-year-olds

The council uses an industry standard mapping tool, to identify your nearest qualifying school and the distance to it. Other mapping tools, e.g. Google Maps™ are not approved for assessing entitlement.

Please do not assume that because free transport may have previously been provided from your area to the school you wish your child to attend, that this will still be the case, as it may not.

Parents with older children who currently receive free transport need to be aware that any younger children may not qualify for free transport to the same school under the current policy.

If transport is an important consideration for you when choosing your child’s school, you should apply to your nearest schools in distance order to be eligible for free school transport. If you are not allocated your nearest school, transport will only be considered to the next nearest school where there was no opportunity to secure a place at your nearest school.



Admissions ranking data will be used to assess available spaces at your nearest three schools in distance order. If you have not applied to your nearest three schools, transport may not be provided. All scenarios are subject to the distance criteria outlined below.

For the purpose of considering eligibility to free transport, in the normal admissions round, it will be presumed that your nearest school/s will have space available, even if your nearest school has been over-subscribed in previous years.

We recommend that you contact the Transport Assessments Team (contact details below) for an accurate indication of the nearest school and eligibility to school transport before making your application for secondary school places.

Please also note that if any Leicestershire school with available space is within walking distance via an available route (2 miles for primary aged children and 3 miles for secondary aged children) transport will not be provided irrespective of the school to be attended.

Schools' Admissions Policies for allocating places and School Transport Policy for transport eligibility assessments have very different criteria. In brief, free home to school transport will be provided as follows:

For pupils aged between 4 and 16 years – where walking distance is over the statutory minimum, (2 miles for primary age and 3 miles for secondary age children). Distance is measured from home to the nearest school (or educational placement) with places available (note: for addresses around the borders of Leicestershire the nearest school may be in another local authority area).

And in addition to the above provide one of the following, either:

free transport over the statutory distances (listed above) to the nearest Leicestershire school, or

where there have been no changes to catchment areas or age ranges since May 2012 ('frozen' area schools) to continue to provide free transport only to the admission catchment school in those areas. This now only applies to the Melton area schools, noted above.

There are exceptions to the above and therefore you are strongly advised to read the Council's Home to School Transport policy before submitting your application for school places.



www.leicestershire.gov.uk/education-and-children/school-transport/mainstream-school-transport-for-5-to-16-year-olds

(Appendix 4 of the policy document)

Email: TransportAssessments@leics.gov.uk (sending personal information via this method is at your own risk)

Phone: 0116 305 0002

Post: Transport Assessments Team, Passenger Transport Services,
Department of Environment & Transport, Leicestershire County Council, County Hall,
Glenfield, LE3 8RA

Yours faithfully

Gurjit Singh Bahra

Head of School Admissions and Pupil Services

Children And Family Services

