



Your Guide to Secondary Education in Leicestershire

2026-2027

For admissions entry September 2026 and mid-term
transfers during 2026-2027 academic year



Director's Message

► Dear Parent / Carer

Welcome to Leicestershire's Your Guide to Secondary Education. This is an invaluable guide for parents and carers who have children in year 6 who will be transferring from primary or junior school to secondary school from the start of the 2026 autumn term.

I am pleased to say that for 2025 entry, 90.98% of families secured their first preference school, and 98.3% secured one of their preferred schools.

To maximise your opportunities of securing a school you wish your child to attend you are advised to apply for 5 school preferences.

Other useful areas of advice that this guide covers are to explain the importance of;

- It is recommended to apply online for 5 school preferences;
- Attend school open days and ask how school places are allocated;
- Once you have selected your preferences, carefully order them with your top preference first etc, then check the order before submitting your online application;
- The application round opening from 1st September and will close 31st October (national closing day);
- Late applications will have the lowest priority;
- Children who may have additional needs (including those undergoing an Education and Health Care Needs Assessment) should still apply;
- All decisions are released on national offer day 1st March (or next working day). Make sure you know your password for the parent portal.

This guide also considers the implications for families of changing schools during an academic year. Please see the mid-term transfer section.

If you have been refused a school place following an application(s), parents and carers have the right of appeal (please see page 16).

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 in Leicestershire.

Yours sincerely

Jane Moore
Director, Children and Family Services

▶ Contents

<u>Welcome</u>	2
<u>Useful Definitions</u>	4
<u>General Introduction</u>	5
<u>Who do I Apply to for a School Place?</u>	6
<u>Secondary Education</u>	7
<u>Delayed Entry, Early Transfer Starts, and Remaining on in the Same Year Request</u>	8
<u>Applying for your Child's Secondary School Transfer</u>	9
<u>Things to Consider before Applying</u>	10
<u>How will I Receive my Offer of a School Place?</u>	11
<u>What Happens if my Application was Late and Received after 31st October?</u>	12
<u>Local Authority's Admissions Criteria</u>	13
<u>Mid-term Transfers, (applying for a school place at other times)</u>	14
<u>Things to Consider when Changing Schools during Term-Time</u>	15
<u>If you Have been Refused a School Place you Have the Right to Appeal</u>	16
<u>Examination Fees</u>	17
<u>What you can do to Support your Child in School</u>	18
<u>What Happens when your Child Reaches 16?</u>	19
<u>Key Services and Contacts</u>	20
<u>Key Dates</u>	21
<u>Other Useful Information</u>	22
<u>Contact Details of other Local Authorities Surrounding the Leicestershire Borders</u>	23





Useful Definitions

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

Academy Status: Academies are publicly funded independent schools

Admitting Authorities: The body responsible for setting and applying schools admission arrangements and determines the policy and criteria for admitting new pupils to a school

CE: Church of England

CFS: Children and Family Services

CME: Children Missing Education

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

DfE: The Department for Education is responsible for education policies and funding, including children's services, schools, higher and further education, apprenticeships, and skills.

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: State-funded, non-fee-paying schools that are independent from local authorities

LA: Local Authority

LCC: Leicestershire County Council

OAA: Own Admission Authority

OSL: Oversubscription Waiting List

PME: Pupils Missing Education

RC: Roman Catholic

SEND: Special Educational Needs and Disability: Children or young people who have learning difficulties or disabilities that require extra support to learn effectively.

SENCO: Special Educational Needs Co-ordinator

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



The closing date for secondary applications for entry September 2026 is **October 31st 2025**

▶ 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
- Transfer part way through the academic year also known as a 'mid-term' transfer across any secondary age group.



Apply Online

www.leicestershire.gov.uk/admissions
Parent Portal for school applications

If at any stage you need to talk to someone about any aspect of a school application you can either contact your current school or School Admissions Service:

[Admissions Contact Form](#)

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.

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

- ✓ School application information is sent to your child's home address in September from the school
- ✓ Closing date for return of all secondary transfer applications is 31st October 2025
- ✓ 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 2026 (or next available working day)
- ✓ Leicestershire County Council operates an ONLINE application system that we advise you use www.leicestershire.gov.uk/admissions
- ✓ All applications are considered in accordance with priority criteria
- ✓ Late applications will have lowest priority



▶ Secondary Education

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

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

In September you will receive information from the school about how to apply for Secondary school, where you can apply for up to five schools of your preference. 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. If we cannot secure any of your preference(s) the system will auto-allocate you the next nearest school to your home address with space.

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

What age-range do Secondary schools cover in Leicestershire?

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

Elective Home Education

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

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



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

For parents wanting to delay 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. In addition parents would also be expected to contact the schools that they are requesting to obtain the schools view over the delayed entry request. This will then be taken into consideration by the admissions admitting 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:

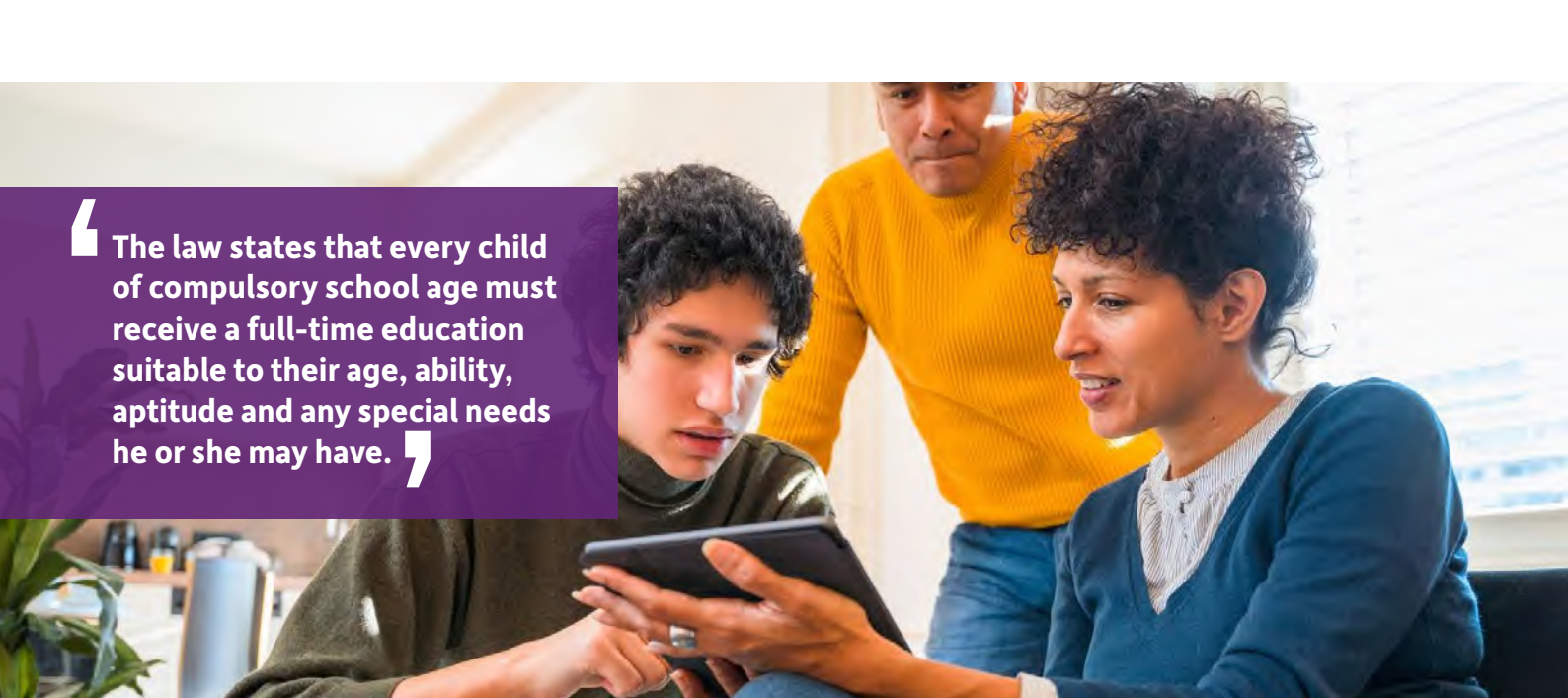
- **Medical i.e. significantly premature, or have missed a significant proportion of the school year due to medical illness**
- **Psychological (Social) i.e. a recognised diagnosed disorder**
- **Physical i.e. a diagnosed disorder/disability**

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



Apply Online

www.leicestershire.gov.uk/admissions
[Apply for a school place video](#)



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

▶ Applying for your Child's Secondary School Transfer

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

⚠ Important Note:

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

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

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

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

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

You can do this online at www.leicestershire.gov.uk/admissions. The form will invite you to express up to 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.



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 or by contacting the Transport Department on **0116 305 0002** or via the **transport contact form**.

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).



8,260 Applications

Received for September 2025

90.98%

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 preference has not been met we will notify you of the next steps.

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

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

www.leicestershire.gov.uk/admissions



Apply Online

www.leicestershire.gov.uk/admissions

Applied online? - Login to your online account to view the decision.

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

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

We will aim to offer you your highest ranked school in order of priority. The LA will also work in co-ordination with other admission authorities where you may have applied for a school place, e.g. Voluntary Aided schools and schools within other local authorities, to finalise which place will be offered. If we cannot secure you any of your preference(s) the system will auto-allocate you the next nearest school to your home address with space.



► 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 had a change in circumstances, e.g. house move. Any changes after the 16th November will be 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 Waiting List (OSL).
- You will have the right to appeal the decision - please see page 16 for more information.
- You may also contact us to find out about alternative schools in the local area that have spaces.

Oversubscription Waiting 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 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 Oversubscription Admissions Criteria which are used to determine school places where there are 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 of an appeal if you wish.

It is also important to note, children with an Education Health and Care 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 or from the School Admissions Service.



► Mid-term Transfers (applying for a school place at other times)

For the majority of Leicestershire schools, parents and carers should apply online at www.leicestershire.gov.uk/admissions or by completing a paper version available from the School Admissions Service who can be contacted on 0116 305 6684. 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 five schools ranked in order of preference. Where there are 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.

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 your application within 10 school days but must within 15 school days wherever possible and will contact you to inform you of the outcome of your application.



► 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 especially during Key Stage 4.

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 examination 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 policy 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.

Note:

Parents and carers cannot reapply in the same academic year if you have already been refused once. If however, you can evidence a significant change in circumstances e.g. a house move, you may then be allowed to reapply and if refused, have the opportunity for a second appeal.

Where an appeal is being considered under infant class size rules i.e. classes that already have 30 children to one qualified teacher, the independent appeal panel can only allow such appeals under very limited conditions.

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

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 prospectus, 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

School Transport

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

Choose How You Move

www.choosehowyoumove.co.uk/schools

Beyond Bullying

www.beyondbullying.com

Information and Support Directory

www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/information-and-support-directory

Key Contacts

- **Adult Learning**
Tel: 0800 9880308
Email: adultlearning@leics.gov.uk
Web: www.leicestershire.gov.uk/golearn
- **Beaumanor Hall & Park (Outdoor Education and Conference Service)**
Tel: 01509 890 119
Email: beaumanor.hall@leics.gov.uk
Web: www.beaumanorhall.co.uk
- **Child Employment (13-16 year olds)**
Tel: 0116 305 6597 / 0116 305 6544 / 0116 305 7820
Email: childemployment@leics.gov.uk
Web: www.leicestershire.gov.uk/child-employment
- **Court Team**
Tel: 0116 305 6743
Email: pupilservicescourteam@leics.gov.uk
Web: www.leicestershire.gov.uk/school-attendance
- **Diocese of Leicester - Church of England**
Tel: 0116 261 5350
Email: Carolyn.Lewis@LeicesterDBE.org
Web: www.leicester.anglican.org
- **Diocese of Nottingham – Catholic**
Tel: 01332 293833 Ext 220
Email: neil.weightman@nottingham-des.org.uk
- **Early Years Inclusion and Childcare Service**
Tel: 0116 305 6545
Email: family@leics.gov.uk
Web: www.leicestershire.gov.uk/early-years-and-childcare
- **Education Quality**
Tel: 0116 305 6445
Email: childrensservices@leics.gov.uk
- **Elective Home Education**
Tel: 0116 305 2071
Email: homeeducation@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/home-education
- **First Response Children's Duty Team**
Tel: 0116 305 0005
Email: childrensduty@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding
- **Free School Meals**
Tel: 0116 305 5417
Email: freeschoolmeals@leics.gov.uk
Web: www.leicestershire.gov.uk/free-school-meals
- **Governor Development Service**
Tel: 0116 305 6503
Email: governors@leics.gov.uk
Web: www.leicestershiretradedservices.org.uk/Services/3133
- **Learning Support**
Tel: 0116 305 9400
Email: STS@leics.gov.uk
Web: www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability/education-and-childcare/educational-specialist-services/specialist-teaching-service/learning-support
- **Leicester-Shire Schools Music Service**
Tel: 0116 305 0400
Email: music@leics.gov.uk
Web: www.leicestershiremusicclub.org
- **Multi Agency Traveller Unit (MATU)**
Tel: 0116 305 8156
Email: Multi.AgencyTravellersUnit@leics.gov.uk
Web: www.leicestershire.gov.uk/gypsy-and-traveller-services
- **Ofsted Reports**
Tel: 0300 123 4234
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk
- **Pupil Exclusions**
Tel: 0116 305 2071 / 0116 305 6597
Email: exclusions@leics.gov.uk
- **Psychology Service**
Tel: 0116 305 5100
Email: psychology@leics.gov.uk
Web: www.leicestershire.gov.uk/educational-psychology-service
- **Youth Service**
Tel: 0116 305 7960
Email: earlyhelp@leics.gov.uk
Web: www.turning-point.co.uk

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.

▶ Key Dates

Secondary School Transfer key dates entry 2026:

1st September 2025:

Letters sent out to parents from schools inviting them to apply to Secondary school(s) for entry Autumn 2026.

31st October 2025:

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

1st March 2026 (or next working day):

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

Transfer Year 7 Oversubscription Waiting Lists operate where schools are full until 31st December 2026 after which most are dissolved.

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

31st December 2026:

Over subscription lists for secondary transfer Year 7 for 2026/27 school year close.

Term times for Academic Year 2026-2027 Community schools only

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

Term dates 2026/27

Autumn Term	
Schools open:	Monday 24 August 2026
August Bank Holiday:	Monday 31 August 2026
Half term break:	Monday 19 to Friday 23 October 2026
Schools close:	Friday 18 December 2026
Spring Term	
Schools open:	Monday 4 January 2027
Half term break:	Monday 15 to Friday 19 February 2027
Schools close:	Friday 19 March 2027
Summer Term	
Schools open:	Monday 5 April 2027
May Day Bank Holiday:	Monday 3 May 2027
Half term break:	Monday 31 May to Friday 4 June 2027
Schools close:	Tuesday 6 July 2027

Inset/Teacher training days 2026/2027

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 emerging SEND needs

For Further Information

**Inclusion Service, Room 600 County Hall,
Glenfield, Leicester. LE3 8RF**

Telephone: 0116 305 2071

Email: inclusionpupilsupport@leics.gov.uk

Pupil Services Court Team

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

Telephone: 0116 305 6743

Email: pupilservicescourteam@leics.gov.uk

What is Fair Access?

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

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

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

School Clothing

The school governors decide what to recommend as school dress. This is stated in each school's brochure or prospectus.

There is no clothing allowance scheme.

► Contact Details of other Local Authorities Surrounding the Leicestershire Borders:

Leicester City: 0116 454 1009

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

Email: admissions.online@leicester.gov.uk

Rutland: 01572 722 577

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

Email: admissions@rutland.gov.uk

Coventry City: 0247 7697 5445

www.coventry.gov.uk/schooladmissions

Email: secondaryadmissions@coventry.gov.uk

Email: primaryadmissions@coventry.gov.uk

Nottingham City: 0115 841 5568

www.nottinghamcity.gov.uk/schooladmissions

Email: schooladmissions@nottinghamcity.gov.uk

Nottinghamshire: 0115 982 3823

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

Derby City: 01332 642727

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

Email: admissions@derby.gov.uk

Derbyshire: 01629 537 479

www.derbyshire.gov.uk/admissions

Email: admissions.transport@derbyshire.gov.uk

Staffordshire: 0300 111 8007

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

Email: admissions@staffordshire.gov.uk

Lincolnshire: 01522 782 030

www.lincolnshire.gov.uk/school-admissions

Email: schooladmissions@lincolnshire.gov.uk

Warwickshire: 01926 410 410

www.warwickshire.gov.uk/admissions

Email: admissions@warwickshire.gov.uk

North Northamptonshire: 0300 126 3000

West Northamptonshire: 0300 126 7000



Iveshead School, recently expanded to create another 450 pupil places.
For more information please visit: www.ivesheadschoo.org

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**



Children and Family Services, County Hall,
Glenfield, Leicestershire LE3 8RF

Further details available on our website:
www.leicestershire.gov.uk/education-and-children