

To all Primary and Junior Schools  
Year 7 Transfer Round 2025

Date: 1<sup>st</sup> September 2024  
Contact: School Admissions Service  
Phone: 0116 305 6684  
Contact: [Contact Form](#)

Dear Parent/Carer

**IMPORTANT NOTICE TO PARENTS  
2025 11+ TRANSFER CYCLE PROCESS**

Your child is due to transfer to a new school at the beginning of the Autumn Term 2025.

The allocation of school places is not an automatic process, and every parent or carer must therefore apply to secure a secondary school place for their child. From this year you will be able to apply for up to five school preferences and are **strongly advised to apply for at least three** as you may not be allocated your first choice.

For more detailed information on schools in Leicestershire please see the local authority's - '[Your Guide to Secondary Education](#)'

It is **important that you apply online** [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions) **by the closing date of 31<sup>st</sup> October 2024**. When you have completed your online application you will receive a confirmation email. If you do not receive this please check your junk/spam folders. If your application has not been received you will need to submit it again. The benefit of applying online is that you will be able to view your decision promptly on 1<sup>st</sup> March (or next working day).

Applications that are received after 31<sup>st</sup> October it will be deemed as a late application and will be considered after on-time applications. This will significantly reduce the likelihood of you securing a school of your preference.

If you change address before the start of the Autumn Term 2025, this may affect the outcome of your application. You are advised to make us aware by completing the following [Contact Form](#). We will then advise you of next steps if required.

**Please refer to the reverse of this letter regarding important information on school transport eligibility.**

Should you require further information please use the contact form.

Yours faithfully



Gurjit Singh Bahra  
Service Manager School Admissions and Pupil Services  
Children and Family Services

Children and Family Services  
Leicestershire County Council, County Hall, Glenfield, Leicestershire LE3 8RF  
Telephone: 0116 232 3232 Fax: 0116 305 6310 [Email: childrenservices@leics.gov.uk](mailto:childrenservices@leics.gov.uk)  
Jane Moore, Director, Children and Family Services  
[www.leicestershire.gov.uk](http://www.leicestershire.gov.uk)

### **Important Notice – Home to School Transport Entitlement:**

School transport is only provided to the ‘nearest’ or ‘nearest Leicestershire’ school where it is over the statutory walking distance. **Transport is not provided to the admissions catchment school\* or feeder school** (\* 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](http://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 must apply to your nearest schools now in order for the Council to assess your child’s transport eligibility once school places are offered. Admissions ranking data will be used to assess whether your child could have been offered a place at **your nearest schools.**
- 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. If you do not apply to your nearest three schools, transport may not be provided. All scenarios are subject to the distance criteria outlined below.
- 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:

- To the nearest or nearest Leicestershire school (note: for addresses around the borders of Leicestershire the nearest school may be in another local authority area). 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 pedestrian entrance.
- 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.

**Please check our FAQs at:**

[www.leicestershire.gov.uk/education-and-children/school-transport/mainstream-school-transport-for-5-to-16-year-olds](http://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](mailto: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