

Applications Open:
**1st
September**

Secondary
Deadline: 31st
October Offer Day:
1st
March*

Primary
Deadline: 15th
January Offer Day:
16th
April*

*or next working day if
this falls on a weekend
/bank holiday.

School Admissions Checklist

For primary & secondary school places



Step 1: How to get started - preparing to apply

- ☐ Create a [parent portal account](#) or check you can still log in.
- ☐ Create or change to a password you can remember.
- ☐ Keep a note of the email address you applied with – you must use the same email address to log in later.

Step 2: List your school preferences

- ☐ Include your catchment school in your preferences, or the nearest local school if there is no defined catchment area. This will help increase your chance to securing a place at your nearby school.
- ☐ Maximise your opportunities by listing up to 5 different school preferences.
- ☐ Double check your order of preferences- we always aim to try to offer the highest preference where possible.

Step 3: Check your catchment areas

- ☐ Visit your local school website.
- ☐ Contact the school directly to check your catchment area.

Step 4: Review your order of preferences

- ☐ Check your details are correct before you submit your application.

TOP TIPS

1. Check out the [Your Guide to Education](#).
2. Attend open days, visit schools before finalising your choices.
3. Consider how you'd get your child to and from school. More on our [school transport policy and eligibility](#).
4. Remember late applications will be processed after those that were sent on time.
5. Help your child get [school ready](#) if applying for the first time.
6. Download our ["Moving Up" booklet](#) to help anyone transitioning on to secondary school.
7. Choosing one school will not guarantee a place.
8. If none of your preferences are offered, you may be allocated a school further away.
9. Don't assume - boundaries can be different than you expect and in some instances you may live in a catchment with multiple schools.
10. If you make changes or even re-open your application to check your submitted application, you must then click the RESUBMIT button - if you don't your application status is unsubmitted.

For hints and tips about the process, information
on Leicestershire schools and to apply, visit

leicestershire.gov.uk/admissions

