



**SIR JONATHAN NORTH  
GIRLS' COLLEGE**

Lionheart Educational Trust

**ADMISSIONS POLICY**

**Approved by the Trust**

**2024 – 2025**



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## 1. Introduction

We are delighted that you are considering Sir Jonathan North Girls' College for the next phase of your daughter's education.

Sir Jonathan North is a publicly funded, single sex, non-denominational, non-selective secondary college. The responsibility for the admission of students rests with Lionheart Educational Trust but the administration of applications to the College is undertaken by Leicester City Local Authority.

## 2. Admissions to Year 7

This is for children born between 1 September 2013 and 31 August 2014 who will start at Sir Jonathan North in August 2025.

Sir Jonathan North's published admission number is 240. This means there are 240 spaces available in Year 7. Parents/carers wishing to ensure their child secures a place at Sir Jonathan North should identify us as their first choice on the admissions form.

## 3. Applications

All admission applications to Sir Jonathan North need to be made online and is available to complete via the council's admissions website <http://www.leicester.gov.uk/admissions>. This needs to be completed by 31 October (in the academic year before transfer). If your application is received after the closing date your application will be viewed as late.

The admissions website includes the latest admission guide for starting secondary school, as well as guidance on how to complete an application and where to go for help. Support will be available to parents from the following services:

- Leicester City Council's Customer Care Centre · Choice Advice Service - <http://www.choiceadvice.org.uk/>
- Choice Advisor via email at: [info@choiceadvice.org.uk](mailto:info@choiceadvice.org.uk)
- Help sessions in city schools - <http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions>
- Parents/carers and students who want to visit our College can make contact via reception on 0116 270 8116 or join our weekly tours run in September and October.
- Further details regarding the admissions can be obtained from the Schools Admissions Service:

School Admissions Service  
Customer Service Centre  
York House  
91 Granby Street  
Leicester LE1 6FB

Tel: 0116 454 1009 (option 1) Monday - Friday 9.30am – 3.00pm

Email: [admissions.online@leicester.gov.uk](mailto:admissions.online@leicester.gov.uk)



## 4. Late applications

Late applications will not be considered until all applications, that were received on time, have been processed.

## 5. Decision

Decisions informing parents/carers of the outcome of their application will be sent out by Leicester City Local Authority on National Offer Day in early March. Parents/carers will then be required to accept or decline the place.

## 6. Place allocation

All applications for places at the college will be considered in line with the criteria set out below.

- Children with Education Health Care Plans (EHCP)
  - o All children with an EHCP which names Sir Jonathan North Girls' College will be offered a place, provided that we believe we can successfully meet the child's needs.
- Over-subscription criterion
  - o Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England (see Appendix 1 - note 1).
  - o Criterion 2: Children who were previously in care outside of England (see Appendix 1 - note 1).
  - o Criterion 3: Students who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see Appendix 1 - note 2).
  - o Criterion 4: Children whose home address is in the catchment area of the secondary school with a sibling at the school, who will still be on roll in years 8 – 11 when the applicant starts school (see Appendix 1 - note 3).
  - o Criterion 5: Children whose home address is outside the catchment area of the secondary school with a sibling at the school, who will still be on roll in Years 8 – 11 when the applicant starts school (see Appendix 1 - note 3).
  - o Criterion 6: Children whose home address is in the catchment area of the secondary school (see Appendix 1 - note 4).
  - o Criterion 7: Children who are daughters of staff working at the school for at least 2 years at the time of application (see Appendix 1 - note 5).
  - o Criterion 8: Children whose home address is outside the catchment area of the school and who have requested a place.

**Please note** - Leicester City Local Authority may request information from you relating to verification of your application for a secondary school place. False information, or omission of material information, may result in disqualification, or the loss of a place after it has been offered.

- Tiebreaker



Within each criterion priority will be given to children living closest to the college, as measured on a straight-line basis using a geographical information system measuring from the geo-code reference point from the child's home address to the geo-code reference point for the college.

If two applicants within a category live exactly the same distance from the college and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the local authority not involved in the administration of school admissions.

## 7. Appeal Procedure

Parents/carers who are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance to the statutory provisions in force at the time. Appeals for Sir Jonathan North are led by Leicester City Local Authority.

The decision of the appeal panel is binding to all parties. Full details of the appeals procedure will be sent to parents/carers with the decision letter on National Offer Day.

## 8. Waiting List

In addition to the right to appeal, unsuccessful applicants will automatically be placed on a waiting list.

## 9. Other admissions (in-year or casual admissions)

Applications for vacancies that arise outside the normal annual admission round for Year 7 (2025-26) will be considered at any time during the year. Information and application are through Leicester City Local Authority. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the over-subscription criteria listed above.



## Appendix 1 - Guidance notes

Note 1: A “looked after” child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social services function at the time of making an application to the college. A “previously looked after” child is a child who was looked after, either in England or outside\* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order.

Note 2: All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. For further details please refer to the Leicester Scheme.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address. Siblings must be on roll at the point of entry. In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Note 4: Home address” means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a college place

Note 5: Priority will be given to children of staff in the following circumstances:

- Where the member of staff has been employed at the college for 2 or more years at the time at which the application for admission to the college is made; and/ or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.