

Our ref: Education Service/PFA 2023  
Enquiries: School Admissions  
Direct Dial: (01472) 326291 (option 4)  
Email: schooladmissions@nelincs.gov.uk  
Website: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)



November 2022

To All Parent/Carers of children born between  
1 September 2018 and 31 August 2019

Dear Parent/Carer

### **STARTING SCHOOL FOR THE FIRST TIME - SEPTEMBER 2023**

Your child is due to start school for the first time in September 2023 so it is important to apply now for a place at your preferred primary or infant school(s). Parents/carers must apply to the local authority in which they live (pay council tax to) even if they would like to apply for a school in another local authority area. We co-ordinate the allocation of places with other local authorities to ensure that you will only receive one offer of a place at a school.

**Please be aware that if your child currently attends a nursery or pre-school, this does NOT mean that you have automatically applied for a place in Reception at the associated primary school NOR does it guarantee a place. All school preferences must be submitted on an application form, either online or in paper format, in order to be considered in the allocation of school places.**

#### **How do I apply?**

Parent/carers are advised to apply online wherever possible so that receipt of their application can be quickly and easily confirmed with the School Admissions team.

You can make your **Starting School for the First Time 2023** application online from 8 November 2022 via the North East Lincolnshire Citizen Portal which you can access at:

[https://emsonline.nelincs.gov.uk/CitizenPortal\\_LIVE/en](https://emsonline.nelincs.gov.uk/CitizenPortal_LIVE/en)

Citizen Portal applicants must register with a valid email address as this is how they will receive confirmation of their application submission and notification of their child's school place allocation on National Primary Offer Day, 17 April 2023.

If you are unable to apply online via the Citizen Portal, you can submit an online e-application form via the School Admissions website:

[www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/apply-for-a-school-place/](http://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/apply-for-a-school-place/).

Applicants do not need to register an account to use this online form and will receive notification of their school place allocation by letter.

Alternatively, you can apply by using a Common Application Form (CAF). The CAF can be downloaded to print off from our website or a paper copy can be requested from your child's nursery, from the school office of your preferred primary school or directly from the School Admissions team.

#### **When do I need to apply?**

If your child was born between 1 September 2018 and 31 August 2019 you should apply for a place by the closing date of **15 January 2023**. Please note that it is the parent/carers' responsibility to ensure that their application has reached the School Admissions team by the closing date.

#### **What happens if I apply late?**

The Citizen Portal will not accept any applications made after **15 January 2023**. Applications after this date will need to be made online via the e-application form or by Common Application Form (CAF). If your application is made late, places in your preferred school may no longer be available, even if you live in the catchment area.

Applications submitted after the closing date, without good reason, will be accepted but **not** considered until after the first round of school place allocations. The only exceptions to this will be as detailed in the document '*Apply for a primary school place – A guide for parents (September 2023)*', available to view/download from the School Admission website or upon request from the School Admissions team.

### **How many schools can I apply for?**

You can apply for a place at up to three schools of your preference. Please ensure that you list your selection of schools in preference order with most desired first. If you are wanting to apply for any schools outside of North East Lincolnshire you must include these in your list of preferences on your application.

### **What happens if I change address after I submit my application?**

If you/your child changes home address after you make your application you will need to contact the School Admissions team so that this can be amended. You will need to provide evidence of your new address in one of the accepted forms below:

- Council Tax Bill at the new address
- Recent utility bill
- Recent child tax credit letter
- Current driving licence
- Solicitors letter of completion (for a house purchase)
- Signed and dated tenancy agreement (for a property rental)

You can email a copy of the relevant document (scan or clear digital photograph) to us at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) Please include your child's name and date of birth with any submission so that it can be attached to the correct school application.

### **How and when will I receive my child's school allocation decision?**

Applicants who submitted an online application via the Citizen Portal will receive their allocation decision by email on National Primary Offer Day, 17<sup>th</sup> April 2023.

Applicants who submitted an e-application form or Common Application Form (CAF) will receive their allocation decision by Second Class letter to their home address, issued on 17<sup>th</sup> April 2023.

### **Who can I contact for advice and assistance?**

The School Admissions team offers impartial advice and assistance regarding the school application process. If you have any queries please contact us at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) or on 01472 326291 (option 4).

Yours sincerely



### **School Admissions**

#### Further information:

***"Apply for a primary school place – A guide for parents September 2023"*** – this document contains information on schools in North East Lincolnshire and details of admission and transfer arrangements and is available to view/download from the School Admissions website at: <https://www.nelincs.gov.uk/assets/uploads/2022/10/Applying-for-Primary-School-2023-2024-A-guide-for-parents.pdf>

#### Useful addresses:

[www.gov.uk](http://www.gov.uk) - offers Information and advice on all stages of education and learning, including Ofsted reports.

[www.ace-ed.org.uk](http://www.ace-ed.org.uk) - The Advisory Centre for Education (ACE) is a national charity that provides advice and information to parents and carers on a wide range of school based issues.

[www.northlincs.gov.uk](http://www.northlincs.gov.uk) – North Lincolnshire Council School Admissions for information on schools in North Lincolnshire.

[www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk) – Lincolnshire County Council School Admissions team for information on schools in Lincolnshire.