

Our ref: Education Service/12J 2023  
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Website: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)



November 2022

To: All Parent/Carers of children resident in North East Lincolnshire and currently attending Year 2 of an infant school.

Dear Parent/Carer

### **TRANSFER OF PUPILS FROM INFANT TO JUNIOR SCHOOL - SEPTEMBER 2023**

Your child is due to transfer from infant to junior school in September 2023. It is important to apply now for a place at your child's associated junior school. Attendance at an infant school does not automatically mean that you have applied for a place at junior school – you will need to complete and submit an application for their transfer.

**Please refer to the School Admissions website for full information and access to the application forms:**  
[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/)

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

Parent/carers can make their **Transfer from infant to junior school 2023** application online from **8 November 2022** to **15 January 2023** 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)

Online applicants through the Citizen Portal 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 via the Citizen Portal, you can submit an online [e-application form](#) via the School Admissions website. Applicants do not need to register an account to use this online form and will receive notification of their school place allocation by letter, issued on 17 April 2023.

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 current infant school or directly from the School Admissions team.

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

The application process opens on **8 November 2022** and closes on **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 submissions made after **15 January 2023** so any late applications after this date will need to be made either online via the e-application form or by Common Application Form (CAF). Late applicants may not be included in the first round of allocation for National Primary Offer Day (17 April 2023) so will not find out about their school place until the second (or later) round of allocation.

#### **What if I want to apply for a different primary school than my associated junior school?**

This process is to ensure that your child can transition from infant to junior school at the end of their time in Year 2. If you want to apply for any other primary school, you will need to contact the School Admissions team and request an In-Year transfer application form.

### **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 the School Admissions team 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 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 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 faithfully,



**School Admissions**

Further information:

***“Apply for a primary school place – A guide for parents September 2022”*** – 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.