



School Admissions Team, Civic Offices, Knoll Street,  
Cleethorpes, DN35 7LN



schooladmissions@nelincs.gov.uk



(01472) 326291 (option 4)



www.nelincs.gov.uk



1<sup>st</sup> September 2023

Dear Parent/Carer

### Coordinated Admission Arrangements - Transfer of pupils from primary to secondary schools - September 2024.

Children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013, are due to transfer to a secondary school in September 2024. All parents/carers are being asked to apply for a school place between 5<sup>th</sup> September 2023 and 31<sup>st</sup> October 2023.

- If you live outside of North East Lincolnshire, but attend a primary school here, you will receive separate information on how to apply for secondary schools from your home local authority; or contact them via the information on the next page.
- If your child has an Education, Health, and Care Plan, you will not apply through the processes mentioned below. Instead contact the SEN and Review Team on (01472) 326291 Option 3 for further information and advice.

Who can I contact for advice?	Further Information	Which is my catchment school?
<p>Contact the School Admissions Team for impartial advice and assistance on the process. on</p> <p>01472 326291 (Option 4) or schooladmissions@nelincs.gov.uk</p>	<p>The Local Authority publishes a booklet which contains general information about secondary schools, including details of admission and transfer arrangements - 'Applying for a secondary school - A Guide for Parents.' A copy of this can be viewed online at <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>.</p>	<p>If you look on our website, you will find a PDF document entitled 'School Catchment List'.</p> <p><a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a> and then follow the following links:- <i>Children, Families &amp; Schools; Schools &amp; Education; School Admissions; Apply for a school place.</i></p>
<p>If you have any problems or concerns during the application period, please contact us immediately and we will find a way of resolving any issues. Please check that the information in your submitted application is correct. If after the closing date you spot an error/omission, please contact the School Admissions Team immediately and we will look into the situation.</p>		

### Parental Responsibility

Where more than one person shares parental responsibility (PR) for a pupil, and they live at separate addresses, those persons should consult and agree. Only **ONE** form will be accepted for each pupil. It will be the responsibility of the applicant to keep anybody else with PR informed of the application submitted, allocation decisions etc as the Local Authority does not have the capacity to do so.

Where applications are received from more than one parent/carers and agreement cannot cordially be reached, neither application will be considered (which could result in your child not receiving a place at your preferred school) until an amicable agreement or legal arrangement is reached. The closing date for such agreement is 31<sup>st</sup> December 2023.

### How do I apply?

Parent/carers are advised to apply online wherever possible so that receipt of their application can be easily confirmed with the School Admissions team. You can make your Transfer from primary to secondary schools 2024 application online from 5<sup>th</sup> September 2023 via the North East Lincolnshire Citizen Portal which you can access , until 31<sup>st</sup> October 2023, 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 Offer Day, 1<sup>st</sup> March 2024.

Alternatively, you can apply by using a paper CAF which can be downloaded to print off from our website or a copy can be requested from your child's current school or directly from the School Admissions team.

Please ensure that you provide **all** the necessary information requested to support your preferences. We can only consider the information you supply in our allocation decisions.

### Points to note when making your application.

- Parents/carers must apply to the local authority in which they live (pay council tax to). The local authority co-ordinates the allocation of school places with other local authorities to ensure that you will only receive one offer of a place at a school.
- If you live in North East Lincolnshire and wish your child to be considered for a school outside of North East Lincolnshire, you **must** name that school on your North East Lincolnshire common application form (CAF).
- You can apply for up to three preferences of school. State these in ranked order, with your most preferred school first. Entering a second/third preference does not affect the consideration of your first preference in any way.
- If we are unable to offer a place at any of your stated preferences, your child will be allocated a place at the next nearest school with places. This may not be your catchment school, as this may fill from other expressed preferences."
- The individual admission policies for North East Lincolnshire schools can be found on the above website or on the individual schools' websites.

Continued over....

- Applying for the same school more than once will not enhance your chances of being allocated a place.
- You are not guaranteed a place in a school because you put it down as your first preference.
- There is no automatic right of admission to any school. If you have not applied for a school, you cannot be considered for it.
- Only online applications made via the Citizen Portal will generate a submission receipt email.

### What happens if I do not apply by the closing date?

The Citizen Portal will not accept any applications made after 31<sup>st</sup> October 2023. Applications after this date will need to be made by a paper 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 secondary school place – A guide for parents September 2024*'.

### Address changes

The address we hold will have been confirmed with your child's primary school. This should be your/the child's permanent residential address at the time of application. Pending house builds or future house moves, even if you own the property, will not be considered. Please ensure your primary school has your current address. If the address on your application form does not match our database you will be asked, to provide evidence. Accepted forms of evidence include :-

- |  |   |
|--|---|
| ➤ Current driving licence.                           | ➤ Utility Bill (From the last 3 months).                              |
| ➤ Tenancy Agreement (Signed by all parties & dated). | ➤ Recent child tax credit letter.                                     |
| ➤ Council Tax Bill 2023-2024.                        | ➤ Solicitor's letter of completion confirming purchase of a property. |

You can email/post a picture/copy of these (showing the whole evidence, not sections of) to the e-mail address / postal address on this letter by not later than 31<sup>st</sup> December 2023. Please quote the child's name it refers to in either case. If the evidence is as requested, we will update our records accordingly.

If no evidence is received or is received after the 31<sup>st</sup> December 2023 deadline, your application will be based on the address we hold on our database for the first round of applications. It is the responsibility of the parent/carer to ensure the child's current school and the Local Authority hold the correct residential address.

### When do I receive my allocation decision?

- For those applicants who apply online via the Citizen's Portal **ONLY**, will receive a school place offer e-mail issued on the morning of the National Offer Day – 1<sup>st</sup> March 2024.
- For applicants who applied, on-time, through a paper form or any other form of electronic / online application, a letter will be posted second class on the National Offer Day – 1<sup>st</sup> March 2024. **No e-mails are issued.**
- Decisions will not be issued to parents/carers by any other means.

Yours sincerely

*P.J. Clark*

School Admissions Team,  
North East Lincolnshire Council

### Useful websites

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

[www.ace-ed.org.uk](http://www.ace-ed.org.uk) - provides advice and information to parents/carers on a wide range of school-based issues.

### Neighbouring Local Authorities

[www.northlincs.gov.uk](http://www.northlincs.gov.uk) – website for North Lincolnshire Council & their School Admissions Team (Tel: 01724 297133 or 297134).

[www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk) – website for Lincolnshire County Council & their School Admissions Team (Tel: 01522 552222).