



School Admissions Team, New Oxford House,  
George Street, Grimsby, DN31 1HB



schooladmissions@nelincs.gov.uk



(01472) 326291 (option 4)



www.nelincs.gov.uk



1<sup>st</sup> September 2024

Dear Parent/Carer

## Coordinated Admission Arrangements - Transfer of pupils from primary to secondary schools - September 2025.

Children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014, are due to transfer to secondary school in September 2025. All parents/carers are being asked to submit their application for a school place between 4<sup>th</sup> September 2024 and 31<sup>st</sup> October 2024.

- If your child lives outside of North East Lincolnshire but attends a primary school within the county, you will receive separate information on how to apply from your home local authority; for any application queries we advise that you contact your home local authority school admissions team.
- If your child has an Education, Health, and Care Plan, you should not apply through the processes mentioned below. Instead, please contact the SEN and Review Team at [SEN@nelincs.gov.uk](mailto:SEN@nelincs.gov.uk) or call (01472) 326291 Option 3 for further information and advice.

Who can I contact for advice?	Further Information	Which is my catchment school?
Contact the School Admissions Team for impartial advice and assistance on the process.  <a href="mailto:schooladmissions@nelincs.gov.uk">schooladmissions@nelincs.gov.uk</a> 01472 326291 (Option 4)	Please visit the "Apply For A School Place" page at <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>  General information about secondary schools in the area and details of admission and transfer arrangements can be found in the relevant "Applying for a Secondary School 2025-2026 - A Guide for Parents" PDF document.	Please visit the "Apply For A School Place" page at <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>  A PDF document entitled "School Catchment List" is available to view/download which details the catchment school for all residential addresses in North East Lincolnshire.
If you have any queries or experience issues in making your application, please contact the School Admissions Team as soon as possible in order to resolve issues prior to submission deadlines. 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 to advise.		

### How do I apply?

For all school applications from September 2024, North East Lincolnshire has introduced a new online "Parent Portal".

The Parent Portal can be found at [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/) or simply search "Apply for a school place" on the council website: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

All parent/carers are advised to register and apply online as this will allow immediate confirmation of your application submission to the School Admissions Team. You will also receive quicker notification of your school place decision by email/via your Parent Portal account on National Offer Day.

**Please note: if you have registered or made past applications through the previous "Citizen's Portal", this system has now closed so you can no longer use Citizen Portal accounts to make an application.**

For those unable to apply online, please use the paper Common Application Form (CAF) which can be downloaded to print off from our website or can be requested from your child's current primary school or directly from the School Admissions team.

### When can I apply?

The online application process for Transferring from primary to secondary schools – September 2025 opens on **4<sup>th</sup> September 2024**. The submission deadline for applications to be considered "on-time" is **31<sup>st</sup> October 2024** (this is the National closing date after which any submitted applications may not be considered in the first round of school place allocation).

Parent 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, 3<sup>rd</sup> March 2025.

Please ensure that you provide **all** the necessary information requested in your application to support your preferences. We can only consider the information you supply in processing your application and making 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). Their 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 in another county area, 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 and is advisable, so that we may consider your alternative preferences in the event that your first preference of school is oversubscribed at time of allocation.
- 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 available places. This may not be your catchment school, as this may fill from other expressed preferences.

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- The individual admission policies for North East Lincolnshire schools can be found on the Council website and on the individual schools' websites.
- Applying for the same school more than once will not enhance your chances of being allocated a place; we can only consider each named school preference once.
- You are not automatically guaranteed a place in a school simply 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 Parent Portal will generate a submission receipt email.

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

The closing date for "on-time" applications is **31<sup>st</sup> October 2024**. The new Parent Portal *will* allow applications to be submitted online after the closing date however, (without good reason for late submission) these will not be considered until after the first round of school place allocations.

The only exceptions to this will be as detailed in the document '*Applying for a Secondary School 2025-2026 – A guide for parents*'. The School Admissions Team may contact you to ascertain the reasons for lateness. You will be informed of their decision via e-mail. If they are deemed to be late, they will be considered at the second allocation.

### Address changes.

The address we hold on our records 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 that your primary school has your correct current address. If the address on your application form does not match our records you may be asked to provide evidence of residence. Accepted forms of evidence include:

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| ➤ 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 2024-2025.                        | ➤ Solicitor's letter of completion confirming purchase of a property. |

You can attach a copy of evidence of your home address as part of your online application via the Parent Portal. Otherwise, you can provide clear copy by email or post to the School Admissions Team no later than 31<sup>st</sup> December 2024. If you e-mail or post the evidence, please quote the child's name and date of birth so that it can be attached to the correct application. If the requested evidence is validated, we will update our records accordingly.

If, following request, no evidence is received by the 31<sup>st</sup> December 2024 deadline, your application will be processed in first instance, based upon the admission address we hold on our records. It is the responsibility of the parent/carer to respond to any requests for evidence to ensure the child's current school and the Local Authority hold the correct residential address.

### Parental Responsibility

Where more than one person shares parental responsibility (PR) for a child and they live at separate addresses, those persons should consult and agree on which is to be stated as main home address on their application. Only **ONE** application will be accepted for each child. It is the responsibility of the applicant to keep anybody else with PR informed of the application submitted, school place allocation decisions etc. as the Local Authority will only notify the original applicant of their allocated school place.

Where applications are received from more than one parent/carer and agreement (on home address and/or school preferences) cannot be reached, neither application will be considered until agreement of those with PR or appropriate legal arrangement is reached. Note that such a delay caused to the processing of the application could result in your child not receiving a place at your preferred school. The closing date for agreement in these instances to be confirmed to the School Admissions Team is 31<sup>st</sup> December 2024.

### When do I receive my allocation decision?

- Applicants who apply on-time and online via the Parent Portal, will receive a school place offer email issued on the morning of the National Offer Day, 3<sup>rd</sup> March 2025. Parent Portal applicants will also be able to check their allocation on their Portal account.
- Applicants who apply on-time, through any other method (e.g. paper/emailed CAF) will receive their school place notification by letter which will be posted out (RM 2<sup>nd</sup> Class) on the National Offer Day, 3<sup>rd</sup> March 2025.
- Decisions will not be issued to parents/carers by any other means.

Yours sincerely

*P.J. Clark*

School Admissions Team  
North East Lincolnshire Council