Our ref: Education Service/I2J 2027
Enquiries: School Admissions
Direct Dial: (01472) 326291
Email: schooladmissions@nelincs.gov.uk
Website: **www.nelincs.gov.uk**

November 2026

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 2027

Your child is due to transfer from infant to junior school in September 2027. 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 a place will be allocated at junior school. You need to complete and submit an application for your child's transfer.

How do I apply?

You can make your **Transfer from Infant to Junior school 2027** application online from **7 November 2026** via the North East Lincolnshire Parent Portal, which you can access at:
www.nelincs.gov.uk/children-families-and-schools/school-admissions/apply-for-a-school-place/
or simply search "*Apply for a school place*" on the council website: 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. 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.

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 infant school or directly from the School Admissions team.

When do I need to apply?

The online application process for Transferring from Infant to Junior Schools – September 2027 opens on **7 November 2026**. The submission deadline for applications to be considered "on-time" is **15 January 2027** (this is the National closing date after which any submitted applications may not be considered in the first round of school place allocation). (this is the National closing date after which any submitted applications may not be considered in the first round of school place allocation).

What happens if I apply late?

The closing date for "on-time" applications is **15 January 2027**. The 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 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.

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 (non-junior) primary school, you will need to submit an In-Year transfer application, which you can also do via the Parent Portal. However, the in-year application can only be submitted 6 school weeks before the place is required. If you have any queries regarding this, please contact the School Admissions team prior to the deadline.

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 submit a copy of the relevant document (scan or clear digital photograph) with your online application or email to us at 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 apply on-time and via the Parent Portal will receive their allocation decision by email on National Primary Offer Day, 16 April 2027. Parent Portal applicants will also be able to check their allocation on their Portal accountParent 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 CAF) will receive their allocation decision by Second Class letter to their home address, issued on 16 April 2027.

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 or on 01472 326291.



School Admissions

Further information:

"Apply for a primary school place – A guide for parents September 2027" – 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:

www.nelincs.gov.uk/children-families-and-schools/school-admissions/apply-for-a-school-place/

Useful addresses:

www.gov.uk - offers Information and advice on all stages of education and learning, including Ofsted reports.

www.northlincs.gov.uk – North Lincolnshire Council School Admissions for information on schools in North Lincolnshire.

www.lincolnshire.gov.uk – Lincolnshire County Council School Admissions team for information on schools in Lincolnshire.