



ADVICE SHEET

USEFUL ADDRESSES

North Lincolnshire Council,
School Admissions Team (Tel: 01724 297133),
Children and Young People's Service, PO Box
35, Hewson House, Station Road, Brigg, North
Lincolnshire, DN20 8XJ or
www.northlincs.gov.uk

Lincolnshire County Council,
The School Admissions Dept. (Tel: 01522
782030), Children's Services, County Offices,
Newland, Lincoln, Lincolnshire, LN1 1YQ or
www.lincolnshire.gov.uk



'Your New School - A Guide for Parents' This booklet contains general information about primary and secondary schools, including details of admission and transfer arrangements. A copy of this can be viewed online at www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place, or requested from the School Admissions Team.



www.gov.uk - offers Information and advice on all stages of education and learning.

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.ace-ed.org.uk

TRANSFER OF PUPILS TO SECONDARY SCHOOLS - SEPTEMBER 2018 HOW TO APPLY FOR A SCHOOL PLACE

(Note for the purpose of this document the word school will cover all types of school including academies)

Applying online, what do I need?

Before you log onto the website, it is essential to have a valid email address. If you do not, you will be unable to apply online and should contact your child's current school or the School Admissions Team to request a paper form to apply for a placement at secondary school.

Why should I apply online, what are the benefits?

- It is quick and easy to do
- You can do it at home or at work
- It is available 24 hours a day, 7 days a week
- No risk that the application will get lost
- You can change the application up to the deadline
- The system helps you by checking for errors
- You will get an e-mail confirmation that your request has been received
- You will get to know the result of your application by e-mail at least 24 hours sooner than by post

The online website can be accessed at: www.nelincs.gov.uk and using the 'Apply for It' link.

You **MUST** apply to your home authority for your child to be considered for a place at any secondary school even if it is located in a different local authority. If you wish your child to be considered for a school outside of North East Lincolnshire you **must** name that school on your application form. **Completing an entrance exam does not mean that you have applied for that school.**

You **must** rank your preferences in the order you wish them to be considered.

Your application **must** be submitted by 31 October 2017. Applications submitted after the closing date without good reason, will be accepted but as late applications and will **not** be considered in the first round of allocations. This could mean your child does not receive their preferred school at the second allocation at the end of March 2018.

Parents/carers who apply online through the Citizens Portal by the closing date will **only** be informed via email on 1 March 2018; those who apply on a paper form or via an online achieve form / emailed CAF by the closing date will be informed by letter posted on 1 March 2018.

It is important to note that there is no automatic right of admission to any school. If you do not request your catchment school on the CAF and are unsuccessful in securing a place at any of your preferences you may find that your catchment school is full. If this occurs your child will be allocated a place at the next nearest school with vacancies, in line with published arrangements, which could be a considerable distance from your home address.

If your child has a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP), advice can be obtained from the Special Educational Needs Assessment and Review Team 01472 326291 (Option 3).

If your current address is different from that on the enclosed letter, please provide evidence of the change. Accepted forms of evidence are highlighted below and can be emailed to schooladmissions@nelincs.gov.uk or sent to the School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 7LN by not later than 31 December 2017.

- Tenancy Agreement (signed by all parties and dated)
- Copy of your current driving licence
- Letter from solicitor confirming that contracts have been exchanged on a property you are buying
- Copy of a recent child tax credit letter
- Copy of your current house or car insurance
- Council Tax Bill for the year 2017-2018
- Utility Bill (from the last 3 months)

When doing so please state the name and date of birth of the child it relates to. Any applications received without evidence of the change will be contacted, but will not be changed until such evidence is received

Who can I contact for advice and assistance?

Contact the School Admissions Team on 01472 326291 (Option 4) for impartial advice and assistance on the process.