



ADVICE SHEET

USEFUL ADDRESSES

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

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



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



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

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

TRANSFERRING FROM INFANT TO JUNIOR SCHOOL SEPTEMBER 2018

HOW TO APPLY FOR A SCHOOL PLACE

Applying online via the Citizen Portal - what do I need?

You will need a valid e-mail address in order to register an account on the Portal.

Alternatively, you can request a paper Common Application Form (CAF) from the School Admissions team or use the electronic version of the CAF on the "Apply for it" section of the North East Lincolnshire website: www.nelincs.gov.uk

Why should I apply online - what are the benefits?

- It is available 24 hours a day, 7 days a week
- No risk that the application will get lost
- You can amend your application up to the closing date
- 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 North East Lincolnshire Citizen Portal can be accessed at:
www.nelincs.gov.uk/apply-for-it/ (under Schools, children and families)

You must apply for your child to be considered for a place at any junior school even if it is located in a different local authority area. If you wish your child to be considered for a school outside of North East Lincolnshire, you must name that school in your application. *Attending the infants school does not mean that you have applied for the associated junior school.*

If you wish to express a preference for a primary school which is not a junior school or is not mentioned on the application form, you will need to contact the School Admissions Team to complete an application via the In-Year process.

Your application must be submitted by the 15 January 2018. Applications submitted after this closing date, without good reason, will be accepted but as a 'Late' application only. Late applications will not be considered until after the first allocation of places. The only exceptions to this will be as quoted in 'Your New School – A Guide for Parents' booklet, available on the School Admissions website.

Parents/carers who apply through the online service by the closing date will be informed of their allocation by email only on 16 April 2018; those who applied on a Common Application Form (hardcopy or electronic version via the website) by the closing date will be informed by letter, posted out on 16 April 2018.

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

If you have recently moved (or move within the application period), you may be asked to provide proof of your child's home address. Accepted forms of evidence are listed below and can be emailed or sent to the School Admissions Service at the address below. Please include the name and date of birth of the child that your evidence relates to.

- Tenancy Agreement (signed by all parties and dated);
- Letter from solicitor confirming completion of a house purchase;
- Council Tax Bill for the year 2017-2018;
- Utility Bill (from the last 3 months);
- copy of current driving licence;
- copy of recent child tax credit letter;
- copy of current house or car insurance.

For impartial advice and assistance contact the **School Admissions Team** on 01472 326291 (option 4) or email: schooladmissions@nelincs.gov.uk