



**COORDINATED ADMISSION ARRANGEMENTS
TRANSFER OF PUPILS TO SECONDARY EDUCATION SEPTEMBER 2018
ADVICE SHEET – SECOND ALLOCATION**

Requesting an Alternative School - If you have not been offered a place at your preferred school, or you wish to change your preferences, you can request another school if it has vacancies. This request will not affect your position on the waiting list for your preferred school, or your right to appeal.

Please read the information on Home to School Transport if you are thinking of requesting a school other than the nearest.

Some schools that currently have places may soon fill up. You can apply for up to 3 schools giving your order of preference. If you are not offered a place you will be placed on a waiting list, have the right of appeal, and be able to request another school. This application will be allocated on 30th March 2018.

Any Applications received after 28th March 2018 will be dealt with, from 2nd April 2018 in accordance with as and when they are received.

What happens if I am unsuccessful? In accordance with the Education Acts the appropriate admissions authority makes arrangements for parents to appeal against the decision of the LA if they are dissatisfied with the school place offered to the child. These arrangements are explained in the booklet “Your New School – A Guide for Parents” which can be obtained online or from the School Admissions Team.

If you wish to appeal the decision, please read the enclosed document “How do I appeal?”

Any appeals hearings, organised by the Local Authority against admission decisions will be heard in June/July 2018. Other admission authorities may set different timetables.

What happens with regard to my child’s allocation?

All schools will be advised of which pupils have been allocated a place on 30th March 2018 and to which secondary school, they have been allocated. The schools will either write to you directly and/or liaise with your child’s primary school to coordinate the transfer in readiness for September 2018.

NOTE: All children will be invited to attend transition days in their allocated secondary school during July 2018. You will be informed of the arrangements nearer the time.

USEFUL ADDRESSES

The Secretary of State, Department for Education:- www.gov.uk
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 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**
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**

My application has been unsuccessful, have I been placed on a waiting list?

YES – Held by the local Authority until 31st August 2018, your child’s position on the waiting list does not depend on when you apply for a place, but on the priority you have for a place under the Authority’s published admissions criteria. Please note you can move down the waiting list if someone with a higher priority applies later.

The published admissions criteria for all North East Lincolnshire Schools can be viewed in the “Your New School: A Guide for Parents” booklet.

Any vacancies which occur after 1st March 2018 will be allocated from the waiting list at the second allocation on 30th March 2018. Any applications received from 28th March 2018 which are refused will be placed on the list according to the published admission criteria for the school. A written request for a place must be received by the School Admissions Team for you to be placed on the waiting list.

Which schools in North East Lincolnshire will have vacancies after the 1st March 2018 allocation?

Havelock Academy
Beacon Academy,
John Whitgift Academy,
Oasis Academy Immingham,
Oasis Academy Wintringham,
Ormiston Maritime Academy,

Even though at the 1st March 2018 allocation there are no vacancies at the following schools, you can still apply for them and be considered under the published admission arrangements:-

Cleethorpes Academy,
Healing School, A Science Academy,
Humberston Academy,
Tollbar Academy.

Vacancies in other Local Authority Schools:-
Contact the appropriate authority via the ‘Useful Addresses’ information provided above.

Does my preference affect whether I get help with Home to School Transport?

YES. Please read carefully the information supplied in the booklet “Your New School – A Guide for Parents”. If you require any further advice/information contact the Education Transport Team on 01472 326291 (option 2).

Why do I have to consult other people with parental responsibility?

All persons with parental responsibility are entitled to information about their child’s transfer to secondary school. Copies have been sent in the first instance to the child’s home address. It is expected that the parent/carer making an application for a place will consult other parties who have parental responsibility, unless there is a court order making this unnecessary. Only one Common Application Form should be submitted for each child.