

Our ref: NEL/SAT/P2S 20 -  
Enquiries: School Admissions Team  
Civic Offices, Knoll Street, Cleethorpes, DN35 7LN  
Direct Dial: (01472) 326291 (option 4)  
Email: schooladmissions@nelincs.gov.uk  
Website: www.nelincs.gov.uk

5 September 2019



**Communities**

Parent/Carer of

Dear Parent/Carer

**TRANSFER OF PUPILS TO SECONDARY SCHOOLS - SEPTEMBER 2020**  
**NAME OF PUPIL (DOB - )**

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

Your child, named above, is due to transfer to a secondary school in September 2020. Parents/carers must apply to the local authority in which they live (pay council tax to). The 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.

So 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. Please note completing an entrance exam does not mean that you have applied for that school. The catchment school for your home address is:

Please ensure that you name all the schools for which you wish your child to be considered, in preference order. You can apply for up to three preferred schools. 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.

**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 or to clarify any questions you may have.

**How do I apply?**

**It's essential to have a valid email address.**

Parent/carers can make their application online by accessing the local authority's Citizens Portal at [www.nelincs.gov.uk](http://www.nelincs.gov.uk), using the 'Apply for It' and then "Schools, Children & Families" links. Before applying you will need to register an account and follow the instructions sent to you in an e-mail. Your online application must be submitted by the closing date of 31 October 2019 as the Portals online link will not be available after this date.

### **Can I apply by other means?**

If you are not able to apply online or download a Common Application Form (CAF) from the local authority's website, paper CAFs are available on request from your child's primary/junior school or by contacting the School Admissions Team on (01472) 326291 (Option 4). It is the parents' responsibility to ensure the School Admissions Team has received your application by the closing date.

### **What do I do if my address has changed?**

If your current address is different to the above, please provide evidence of the change. Accepted forms of evidence are highlighted below and can be emailed to the above e-mail address or sent to the School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 7LN by not later than 31 December 2019.

- Ø Tenancy Agreement (signed by all parties and dated)
- Ø Copy of your current driving licence
- Ø Letter from solicitor confirming that contracts have been exchanged on a property you are buying
- Ø Copy of a recent child tax credit letter
- Ø Copy of your current house or car insurance
- Ø Council Tax Bill for the year 2019-2020
- Ø 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. If any evidence is received after the 31st December 2019 deadline, your application will be based on the address we hold on our database for the first round of applications.

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

It is important to apply for a secondary school place by the closing date of 31 October 2019. If you do not, places in your preferred school may not be available at a later date, even if you are resident in the school's designated catchment area. Parents/carers who submit a late application, without a good reason, will be allocated a place (at the second allocation of 31st March 2020) for their child as outlined in the booklet 'Your New School A Guide for Parents'. If we are unable to allocate any of your preferences at the second allocation a place will be allocated at the next nearest school with places, if their catchment school does not have vacancies.

### **When do I receive my decision?**

For those applicants who apply online via the Citizen's Portal, an e-mailed letter will be issued on the morning of 2nd March 2020. For applicants who applied, on-time, through other means, a letter will be posted second class on the 2nd March 2020.

Yours sincerely



School Admissions Team,

### **Further Information:-**

'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](http://www.nelincs.gov.uk) or requested from the School Admissions Team.

### **Useful addresses:-**

[www.gov.uk](http://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](http://www.ace-ed.org.uk)

**North Lincolnshire Council**, School Admissions Team (Tel: 01724 297133 or 297134), People Directorate, Hewson House, PO Box 35, Station Road, Brigg, North Lincolnshire, DN20 8XJ or [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

**Lincolnshire County Council**, The School Admissions Department (Tel: 01522 552222), Children's Services, County Offices, Newland, Lincoln, Lincolnshire, LN1 1YQ or [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)