

School Application Letter

November 2018

Children's Services
County Offices
Newland
Lincoln
LN1 1YQ
Tel: (01522) 782030
Fax: (01522) 516708

Dear Parent or Carer

PRIMARY SCHOOL ADMISSIONS FOR SEPTEMBER 2019 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2014 AND 31/08/2015

This letter is to tell you about how to apply for a school place for September 2019. We coordinate admissions within Lincolnshire for all children who are about to start in reception, transfer from infant to junior school or transfer to a secondary school.. Without exception everyone must apply for a school place and follow the procedures set out in the 'Lincolnshire School Admissions Guide'. If you are not resident in Lincolnshire you must apply via your own home Local Authority.

I'm sure the process will run smoothly for you. If you need help, please remember that the staff at your local school will be glad to assist in any way. You can also contact us via e-mail at schooladmissions@lincolnshire.gov.uk or on the phone number above.

You can apply from 14th November 2018. The vast majority of parents or carers use the online application system, which can be found on our website at www.lincolnshire.gov.uk/schooladmissions. Telephone support is available to help you with your online application.. If you do not have a computer you can use most mobile devices and libraries have computers with free internet access.

You can apply for up to three different schools and we strongly recommend you do list three schools in the priority order that you would want to be offered. You will only receive one offer of a school place and if we can offer your highest preference school we will do.

You will have eight weeks to complete your application and send it back to us. Normally during this time schools may hold open days/evenings and usually advertise these on their website, through local nurseries and playgroups and in the local press. We encourage everyone to go along and visit the schools, ask questions and you can ask for a copy of the admission policy also while you are there.

If your child has an Education Health and Care Plan (EHCP), you do not need to apply for a primary school place using this process. You will be contacted by your caseworker in the Autumn term when you will have the opportunity to say which primary school you would like your child to attend.

If you require support with your online application or want to make a telephone application please call the Education Team on 01522 782030.

Our booklet 'Lincolnshire School Admissions Guide' is available online at www.lincolnshire.gov.uk/schooladmissions. It is important to read the guide very carefully so that you understand how we will deal with your application. On our website you will find lots of information about the co-ordinated admissions process as well as links to school websites, Ofsted reports, school performance information and lots more. Make sure you have all the information you need before you fill in your application.

In addition there is also the 'Going to Primary School in Lincolnshire' booklet available on our website which contains information about the admissions process and details about all Lincolnshire schools which you may find useful.

It is important that we receive your application by the closing date 15 January 2019. If you apply after this date we cannot guarantee that your application will be considered along with all others for the national offer date of 16th April.

Please make sure we have your correct address. You must apply using the address where you and your child are living at the time of the application; using any other address might be considered "misleading" and could lead to an offered place being withdrawn. If your family circumstances are such that you are unsure whether you can apply based on an address please email us for advice. If you move house at any time after you have made your application, you must let us know and provide proof that you are resident in your new address, otherwise your old address may continue to be used.

Yours sincerely

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned below the text 'Yours sincerely'.

School Admissions