

Lincolnshire Guide 2014



**This guide relates to starting school in
reception, transferring to junior school and
transferring to secondary school**

Apply online at www.lincolnshire.gov.uk/schooladmissions



Working in partnership with

Lincolnshire
COUNTY COUNCIL
Working for a better future

Lincolnshire County Council 01522 782030

If you have problems reading this booklet contact us on the phone number above to see how we can help.

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看如何能 助。

Jezeli masz problem z odczytaniem tej ulotki skontaktuj sie z +nami uzywajac podanego numeru telefonu, zobaczymy jak mozemy ci pomoc.

Jei del kokių nors priežasčių negalite perskaityti šio bukletų prasome skambinti mūsų numeru nurodytu viršuje.

Если Вы не можете прочитать этот буклет, свяжитесь с нами по вышеуказанному номеру, и мы попытаемся Вам помочь.

Ja Jūs nevarat izlasīt šo bukletu, sazināties ar mums pa tālruni un mēs centīsimies palīdzēt Jums.

Se você tiver problemas para perceber o que esta escrito neste livrinho, entre em contacto no numero acima indicado para poder ser ajudado.

WHO TO CONTACT FOR INFORMATION

Important Information	2
School Admission Dates	3
Who to Contact for Information	4
Special Education Needs	6
Types of Schools in Lincolnshire	7
Factors That Affect Your Application	10
Moving House	13
Applying Online	15
Reserve Lists	17
Revised Applications	18
Appeals	19
Frequently Asked Questions	20

IMPORTANT INFORMATION

For further information please contact The Education Team within our Customer Service Centre on 01522 782030 or email schooladmissions@lincolnshire.gov.uk

This guide is meant for parents applying to primary or infant school with children born between 1 September 2009 and 31 August 2010, applying for a junior school with children in year 2 or applying to a secondary school with children in year 6. You can also apply to Lincoln University Technical College (UTC) for a place in Year 10.

In Lincolnshire last year 9 parents out of 10 were successful in obtaining a place for their child at the school they preferred. This guide will help you by providing information on the process and how to apply online.

Before completing your online application there are a few things you need to consider:

- Find out which schools are in your local area. There may be more than you realise. You can find lots of information at www.lincolnshire.gov.uk/schooladmissions.
- Visit the schools you are considering. They will be able to provide you with valuable information and advice, and you can ask for their prospectus. They should provide you with details of how places were allocated for at least the previous year. This does not mean that the same will happen again but it serves as a guide.
- If you are applying for a grammar school. Your child will need to sit the 11+ test, please phone the grammar school to arrange this.

How to apply for a school place

The best way to apply is online: www.lincolnshire.gov.uk/schooladmissions
You can make three preferences and we will offer one school.

If you are applying for Lincoln UTC you have to apply on a paper form which is available from the UTC's website and the School Admission Team's website.

No internet access?

Your local library may provide free internet access. Also schools and nurseries may be able to support you, please contact them directly to ask if they provide this service.

Alternatively you can make a telephone application or contact us for a paper form by phoning 01522 782030. If you use a paper form make sure you use the postcard receipt system, and keep the acknowledgement card as evidence.

SCHOOL ADMISSIONS DATES - TIMETABLE

	Primary including infant to junior	Secondary including UTC
The application process starts	18 November 2013	10 September 2013
11+ results are sent out		11 October 2013
The closing dates are	13 January 2014	31 October 2013
Late applications or changes cannot be dealt with after	17 February 2014	17 December 2013
You can view your offered school online or the letter will be posted on	16 April 2014	3 March 2014
You must accept or refuse the offer by	16 May 2014	17 March 2014
Any late applications or changes received after the stated dates will be offered where possible in the week commencing	19 May 2014	24 March 2014
You must send us your revised application by	23 May 2014	4 April 2014
Any revised applications will be offered where possible in the week commencing	9 June 2014	28 April 2014

For all dates given we treat the cut off point as 12 noon on the date stated.

WHO TO CONTACT FOR INFORMATION

The following people will be able to provide you with information to help you make an informed decision.

School Headteacher

Headteachers can provide information about their schools. It is particularly important to find out whether there are usually more applicants than places and how it is decided which children are offered a place.

Secondary schools arrange open events for parents and children. You can view most dates online at www.lincolnshire.gov.uk/schooladmissions. If you wish to arrange a visit to any primary or secondary school please contact them direct.

School Admissions Team

We are part of Lincolnshire County Council and we are the people who will be processing your child's application.

Information and any questions regarding any aspect of the school admissions process and how to apply online can be provided by contacting us via phone or email.

Transport Team

This team can help with any questions regarding home to school transport. Please contact them on 01522 782020 or use their webpage at www.lincolnshire.gov.uk/schooltransport

Ethnic Minority and Community Team

If you are experiencing difficulties with the admission of your child due to a language or cultural barrier you may wish to contact the service who will try to assist you. Please contact them on 01427 787190.

Special Educational Needs

If your child has a Statement of Special Educational Needs and you require further advice about the process, phone the Additional Needs Team on 01522 553332.

Parent Partnership

The Parent Partnership Service provides information and advice about education provision to all parents and carers of children with special educational needs and disabilities. Phone them on 01522 553351 or email ParentPartnership@lincolnshire.gov.uk.

WHO TO CONTACT FOR INFORMATION

Choice Advisers

They can help and support you with filling in forms and preparing for an appeal. A Choice Adviser can attend an appeal hearing with you if you would like their support. Please contact them on 01522 552509.

Grammar Schools

The Lincolnshire consortium of grammar schools have a website at www.grammarschools.lincs.sch.uk which provides information about applying for a place.

Department for Education

The admissions codes of practice and school performance tables can be found at www.education.gov.uk or by phoning 0870 000 2288.

Office for Standards in Education (Ofsted)

Inspection reports for individual schools can be found at www.ofsted.gov.uk or by phoning 0845 640 4045.

Advisory Centre for Education (ACE)

ACE are an independent national advice centre for parents of children in state schools. They offer information and advice on state education, including admission appeals. You can call the free phone advice line on 0808 800 5793 Monday to Friday 10am to 5pm or use their website at www.ace-ed.org.uk.

SPECIAL EDUCATIONAL NEEDS

You do not need to complete an application form for a school place if your child has a Statement of Special Educational Needs. If you are unsure whether your child has a Statement you can check with your child's school, or by telephoning 01522 553332.

If your child has a Statement of Special Educational Needs a new proposed Statement will be sent to you before your child starts school for the first time, is due to move from infant to junior school, or is to transfer to secondary school. You will receive a form with your child's new proposed Statement. This will ask you for any comments, and is to be used by you to name the preferred school for your child.

A final Statement for your child will be sent to you before the September in which your child either is to start school for the first time, or is expected because of their age to move to another school. This final Statement of Special Educational Needs will name the school where your child has been allocated a place.

TYPES OF SCHOOLS IN LINCOLNSHIRE

Primary Schools

Primary schools accept children between the ages of four, which is reception class, and eleven which is Year 6.

Infant Schools

Infant schools accept children between the ages of four which is reception class, and seven which is Year 2, after this children usually transfer to the linked junior school, or they can apply to an alternative junior or primary school.

Linked Infant and Junior Schools

For entry into an infant school a brother or sister at the linked junior school will usually be taken into account if they will still be attending when the child is due to start. **Please remember to name the sibling on your application.**

Lincoln The Lancaster School is an exception, as the school's admissions policy takes no account of siblings at Birchwood Junior School.

When children attend an infant school it is usually a straight forward transfer to their local junior school. We have named these below.

Infant Schools

Branston Infants
Gains Hillcrest
Grantham Harrowby Infants
Grantham Little Gonerby Infants
Holton-le-Clay Infants
Lincoln Bracebridge Infants
Lincoln Manor Leas Infants
Lincoln Mount Street Academy
Lincoln St Faith's Infants
Lincoln St Peter in Eastgate Infant
Lincoln The Lancaster
Lincoln Woodlands Infants
Louth Eastfield Infants
Nettleham Infants
Skegness Infants

Junior Schools

Branston Junior Academy
Gains White's Wood Lane Juniors
Grantham The National Junior school
Grantham The National Junior school
Holton-le-Clay Junior School
Lincoln Manor Leas Junior School
Lincoln Manor Leas Junior School
Lincoln Westgate Academy
Lincoln St Faith & St Martin Junior
Lincoln Westgate Academy
Lincoln Birchwood Junior
Lincoln Birchwood Junior
Louth Lacey Gardens Junior
Nettleham Junior School
Skegness Juniors

TYPES OF SCHOOLS IN LINCOLNSHIRE

At Grantham The National Junior School and Lincoln Westgate Academy places are allocated first for those children who attend the infant schools shown on Page 7 before those children who do not attend. We advise you to check the admissions policies for other junior schools to see if this priority is given.

Junior Schools

Junior schools accept children between the ages of seven which is Year 3, and eleven which is Year 6.

Comprehensive Schools

These schools do not select on the ability of your child.

However some of these may select up to 10% of their pupils on the basis of aptitude for a particular subject area. The school will be able to tell you whether they select based on aptitude and if so, how.

If you want your child to be considered for one of these places, you will need to arrange with the school for your child to take the aptitude tests. The school will also need to be named as one of your preferences on your application.

Bilateral Schools

The King Edward VI Humanities College in Spilsby is the only bilateral college in Lincolnshire. This is a school having both a non selective and selective stream with entry to the selective grammar stream being through 11+ testing. You only have to name the College once on your application form. There is a separate form to let them know if you want to be considered for the grammar stream.

Academies

Academies are publicly funded independent schools. The government has indicated it wants more schools to convert to academy status.

Free Schools

These are all-ability publicly funded schools set up in response to parental demand. They can be set up by a wide range of proposers including charities, businesses, teachers and groups of parents.

Grammar Schools

For your child to be considered for a grammar school education they must take the 11+ selection tests. Grammar schools aim to select the top 25% of children in Lincolnshire based on academic ability. Therefore your child will need to reach the minimum qualifying standard in the tests. You may only take the test once in the same year.

TYPES OF SCHOOLS IN LINCOLNSHIRE

You may wish to talk to the Headteacher of your child's primary school to discuss whether this type of education is suitable for your child. If your child has any special needs or where English is not their first language you must discuss this with the grammar school beforehand. Also if your child is ill before the test or on the day of the test you must let the school know if you think it will affect their performance.

You should contact your preferred grammar school to enable your child to sit the 11+ tests. If your child takes the 11+ tests at a different grammar school from the one you are applying to, you must let that school know where the test was taken.

The 11+ results will be posted to your home address directly from the grammar school. This will leave time to apply online before the deadline.

If you are moving home or your child missed the 11+ test and you want them to take the exam you need to contact the grammar school as soon as possible to arrange a date for your child to sit the tests.

Taking the tests is not an application to the school. You must still name the grammar school as a preference on your application and be aware that success in the tests does not guarantee admission to a grammar school as more children may qualify than there are places to offer.

If your child takes the 11+ test and does not qualify, it will not be possible to offer a place at a grammar school. If you wish to appeal against this decision you should name the school on your application as one of your preferences. The appeal process will not begin until after you have received your offer of a school place. Please see the section on parental preference and how to appeal later on in this booklet. If your child does not qualify it is not possible for them to be re tested for entry into year 7.

University Technical Colleges (UTCs)

Lincoln UTC is a technical college for 14-18 year olds. They have university and employer sponsors and combine practical and academic studies.

Independent Schools

If you wish to apply to an independent school you should do so directly to the school. You **cannot** name them on your application.

FACTORS THAT AFFECT YOUR APPLICATION

Application Deadline

We must receive your application before the deadline.

The only way to guarantee that your application is dealt with is to let us have it on time. If you do not it may not be possible to consider your application with those returned by the deadline and you may lose out on a place at your preferred school. Your application will be dealt with at a later stage in the process.

No changes or late applications can be accepted after the date given in the timetable.

Parental Preference

It is essential to rank your preferred schools in the order you would like them to be offered.

Schools will consider all children equally, as they do not know if they have been listed as first, second or third preference. Each school applies its own admission policy looking at factors such as siblings, religion, distance and ability or aptitude where applicable. This means when schools rank applicants, it will not disadvantage anyone who has named them as a second or third preference. It is possible for you to be offered a school listed as your second preference before another parent who names it as their first because you meet the admission criteria and the other parent does not.

Parental preference is still vitally important because, if more than one school let us know they can offer a place, we must offer the one ranked highest by you. So please think carefully about how you rank your preferences.

We strongly advise you to name more than one school on your application. If you name only one preference and the school are unable to offer your child that place, your child will then be allocated a place at the end of the process after all those children that have named second and third preferences on their application.

We will then allocate your child a place at the next nearest non selective school to your home with available spaces. This may not be your local school due to it being full and it could result in your child travelling some distance to a school that has a place.

FACTORS THAT AFFECT YOUR APPLICATION

Please do not name the same school more than once on your application. Naming them more than once will not increase your chances of getting a place and will be a wasted preference. Every child in Lincolnshire will be offered a school place. However, it may not always be possible to offer a place at one of your named preferences.

Admissions Policies

Schools have admissions policies in order to identify which children have priority for places if there are more applicants than places available.

You can find each school's admission policy on their website or you can contact them direct. It is important that you read the policies for the schools that you wish to apply to. Information is also available in our 'Going to School in Lincolnshire' publication, available online or every primary school has a copy which you can ask to see. If you want your own copy please phone us.

Oversubscribed Schools

Some schools have a history of receiving more applications than there are places. This means they cannot offer places to all children who have applied.

To find out if a school normally has more applications than places, go to www.lincolnshire.gov.uk/schooladmissions, the information is given in 'Going to School in Lincolnshire'.

Religion, Faith and Medical Forms

If you would like your child's application to be considered based on religion, faith or a medical condition, you fill in these forms online or ask for a paper form.

Schools that use these criteria are listed on the forms. It is important that you read their policy as they may ask for additional evidence, for example, a copy of the baptism certificate or a doctor's letter.

Measurements

In almost all admission policies distance from your home to school is an important factor. In community and controlled schools we measure from the post office address point of your home to the post office address point of the school by driving distance, using an electronic measuring system. If you are applying for a foundation, voluntary aided school or academy you should check the measuring system stated in their admission policy, it is normally driving distance or straight line distance.

FACTORS THAT AFFECT YOUR APPLICATION

Our measuring system meets the requirements of the regulations set by the government. We are aware that different systems produce different results and that using the odometer in your car will also produce different results. We apply our system to all addresses so that measurements are consistent across the county. If there is an instance where our system cannot measure accurately e.g new roads, we will use another mapping system.

We normally measure to three decimal places e.g. 1.256 miles but where two or more addresses have an identical measurement we will then have a random allocation system but only for those addresses where the measurements are the same for the last place offered at the school.

Where a new road has been built, which would have an effect on our measurements but is not on our software, or there is another similar issue, we will use an alternative in-house mapping system. This system will still use post office address points where applicable.

If we need to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the School Admissions Team.

Accepting or refusing the offer

Once we make an offer you must accept or refuse the offer by the date given in our letter. If you refuse the place offered hoping to gain a place at another school, your child may be left without a school place. Many schools will be full and it is not always possible for them to take extra pupils. We strongly recommend that you accept the offer, unless you are moving away or your child is going to an Independent school. Accepting the offer will not affect your chances of winning an appeal for a place at another school, or if you make a revised application for a different school.

If you refuse the place offered, we are likely to offer that place to another child before any appeals are heard or you know the result of a revised application.

If you don't respond at all to the offer, then we will assume you have left the area and withdraw the place following reasonable attempts to contact you.

MOVING HOUSE

For admissions purposes the address that counts is the address where your child lives for the majority of the school term time. The only exception to this rule is for children of UK service personnel and other crown servants, there is more about these children later in this guide.

If you are moving house we can only take into consideration your new address if your child is living there, by the deadline below, and we have received the appropriate proof of address. We will not take into account an intention to move.

Starting reception – 12 noon, 17 February 2014

Infant to junior transfer – 12 noon, 17 February 2014

Secondary transfer – 12 noon, 17 December 2013

If you and your child are resident in your new address after these dates we will add the address to your child's application for correspondence purposes only. When offer day has passed we will then update your child's residence address on your application, and take account of it from then on.

You must not use an address you are soon to move to, or a relative's address, as we may regard this as a fraudulent application. There is more about the possible consequences of making a fraudulent application later in this guide.

When you tell us about a new address we will write to you and explain what documents you can send us to show that you and your child are now resident at the claimed address and when you moved in.

Occasionally we will ask you to provide other evidence or answer some questions about your situation depending on the circumstances of the move. We do this because we have a duty to make sure that places are allocated fairly and transparently. Sometimes it may not be possible to accept a claimed new address. If this is the case we will write to you and explain why.

If you are resident in your new address just before the deadline, we will allow two weeks for you to send us your proof of address. If you have applied online you can amend your address and preferences online before the deadline above.

MOVING HOUSE



UK Service Personnel (UK Armed Forces) and Other Crown Servants

Lincolnshire County Council supports the Government's commitment to removing disadvantage for service children. However, in order to be able to do this and comply with Government school admissions regulations we will need supporting documentation.

If you are a member of the UK armed forces due to be posted into Lincolnshire from other parts of the UK, or returning from overseas, we can deal with your application provided we have received an official letter declaring a relocation date and a Unit postal address or quartering area address in Lincolnshire. This also applies to Crown Servants returning from abroad. Please refer to important dates elsewhere in this guide.

Living Overseas

If your child lives outside the UK, and you are not a member of the UK service personnel (UK armed forces) or a Crown Servant, you will not be able to apply for a place until your child is resident in the country.

Northern Ireland, Scotland and Wales

If you live in Northern Ireland, Scotland or Wales you will be able to apply on a Lincolnshire application. This is because these countries are part of the United Kingdom, but do not co-ordinate their school admissions in the same way as we do in England. On your application you will need to state your current address.

Fraudulent Applications

The Local Authority, foundation schools, voluntary aided schools and academies have the right to investigate any concerns they may have about your application.

If there is evidence that you have made a fraudulent claim, or provided misleading information, government regulations allow for the withdrawal of the offer of a place even after the child has started at the school.

We reserve the right to check any address where the circumstances are not straight forward.

APPLYING ONLINE

The online system will be available at www.lincolnshire.gov.uk/schooladmissions

If you live in another county, you need to apply through your own Local Authority's online system but you can still name our schools.

Advantages of Applying Online

- You will be able to see your offered school on the offer date and will not have to wait for the post.
- You can change the details on your application up until the closing date.
- You can apply any time, any place, anywhere so you do not miss the deadline.
- You will receive an email acknowledgement of receipt.
- Your application will be received on the same day.
- It is simple, fast and secure.
- The system will guide you through the completion of the application.
- You can accept the place offered online.
- You can apply for transport if required for secondary transfer only.
- If you are not happy with the offered school you can usually appeal online.

Important Points to Remember

- Keep a note of your username and password as you will need this each time you go online, either to make any changes or view your offer of a place

Username

Password

- If your property is not recognised, please contact the Education Team on 01522 782030.
- If your child has a Statement of Special Needs you will not be able to apply online. Contact your named officer for advice.
- Do not save the login page to your favourites as this link will change during the admissions process.
- If someone is helping you apply online, please ensure your own details are being entered.

APPLYING ONLINE

- **Once completed you need to submit your application.** You will receive confirmation this has been received provided you give a correct email address. This can be printed off for your own records. If this is not received you must contact us.

A screenshot of a web interface showing a button labeled 'Submit Application' in a grey header bar. Below it is a larger button with the text 'Submit this application' in white on a dark grey background.

- Once submitted, should you wish to make any amendments, you need to click the save button each time.
- All future communication will be via email.
- Inform us if you change your email address.
- If you are applying on religion, faith or medical grounds, you will need to tick the relevant box on your online application, and complete the appropriate form as instructed. A separate form must be completed for each school you are applying to under these grounds. The form will only appear if it is relevant for the school you have selected.
- You will receive your child's offer of a school place online. You need to accept or decline the offer and then click the submit button. No paper correspondence will be forwarded to you.
- Help is always available, contact the Education Team on 01522 782030 or email schooladmissions@lincolnshire.gov.uk

RESERVE LIST

If your child has been offered a place at a school that is not your first preference, then your child is automatically added to the reserve list of any school that you named as a higher preference and this starts from when the offers are made. The only exception to this is The Priory Federation of Academies, Lincoln, where you need to write and ask for your child's name to be included on the reserve list.

Your child can only be on the reserve list for a grammar school if he or she met the required standard in the 11+ tests and you named the school as a higher preference than the school offered.

If places become available at a school, offers are made to children on the reserve list. The order of the children on the reserve list is determined by the admissions policy. Your child's position on the reserve list may change if children with higher priority under the school's admissions policy move into the area.

If parents go to appeal and are successful this will take the school over their published admission number. Before a child can be offered a place from a reserve list the school's number has to fall below their published admission number.

If you have made a revised application, please refer to this section later on in the booklet on how this will affect your child's place on any reserve list.

If your child has been offered a place at a school, they will not be placed on the reserve list for any lower preference you named on your application form.

REVISED APPLICATIONS

Where we have offered you a school which you are not happy with for any reason you can put in another application, which we call a revised application. Revised applications cannot be made online please contact the Education Team on 01522 782030.

If a place can be offered at any school named on a revised application, your original offer will be withdrawn automatically and allocated to another child. Your revised application will replace the original form, so if you wish to remain on the reserve list for any school you must name them on your revised application and also be clear about the order of your preferences.

Parents most commonly request a revised application because they did not receive an offer of a place at any of their preferences and want to apply for another school, or wish to change their preferences.

We strongly advise all parents to accept the initial offer of a place. By doing so you will make sure your child has a place at a school while you await the outcome of a revised application or, if relevant, an independent appeal.

We will not send you a revised application form before you receive an offer of a school place.

If you wish to appeal for any school you have to name them on your application form. Once you have been refused a place you then have the right to appeal.

APPEALS

You have a right to appeal against a decision not to offer your child a place. These appeals are independent of the Local Authority, the school and its governors. The offer sent to you tells you whether a school that has refused a place for your child is a community, voluntary controlled, voluntary aided, foundation school or an academy.

Once you have received your offer you may wish to appeal. For most schools you can submit your appeal online at www.lincolnshire.gov.uk/schooladmissions and the system will guide you through the process.

The timetable for hearing appeals for community and voluntary controlled schools will be available on our website from 28 February 2014. Other schools will also post their timetable by this date.

In order to request a paper appeal form you should phone the Education Team on 01522 782030 or contact:

School Admissions Team
County Offices
Newland
Lincoln
LN1 1YQ
schooladmissions@lincolnshire.gov.uk

If you wish to appeal against the decision of a voluntary aided school, foundation school or an academy, the appeals are still independent and you should write to the clerk to the governors at that particular school.

If you go to appeal, it is assumed this is your preferred school and, if the appeal is successful, you will lose any previous offer of a place.

Special Educational Needs

The appeal process for a child with a Statement of Special Educational Needs is different. Any appeal against a decision not to offer your child a place has to be heard by the First Tier Tribunal (Special Educational Needs and Disability). You can find out more about this by phoning:

Additional Needs
Children's Services Directorate
County Offices
Newland
Lincoln
LN1 1YQ Tel: 01522 553332

FREQUENTLY ASKED QUESTIONS

What if I do not have internet access?

Your local library may provide free internet access. Also schools and nurseries may be able to support you, please contact them directly to ask if they provide this service.

Alternatively you can make a telephone application or contact us for a paper form by phoning The Education Team on 01522 782030.

What if I live in Lincolnshire but would like my child to go to a school in a different county?

You can name any school on your Lincolnshire application except Independent and Special schools. The School Admissions Team will pass on the details of your application to the other local authority who will then inform us if a place is available.

Please be aware that you may be responsible for any transport arrangements and costs.

If I live in a different county, can I apply for a place for my child in a Lincolnshire school?

You should name the Lincolnshire school on your own local authority's application form. Your application will be forwarded to us and we will notify your authority if a place can be offered. Your own Local Authority will write to you with an offer of a school place.

My child attends nursery at the school, will they automatically transfer into reception?

If your child already attends nursery class, or school on a part time basis, this does not automatically guarantee a place for your child in reception. You must still apply for a reception place.

Parents living apart

On request, information regarding the application process can be sent out to both parents, but there can only be one application made for a child. Parents with shared parental responsibility should agree between themselves which schools should be named on their child's application.

What is a sibling?

The definition of a sibling varies depending on the school that you are applying for. You must check the admission policy carefully to see if your child falls

FREQUENTLY ASKED QUESTIONS

within the definition of sibling. You must still apply for a place even if you already have a child at the school.

Am I guaranteed to get a place at my local school?

Your chance of getting into any school is subject to the admissions criteria, and whether the school is oversubscribed. If you wish your child to be considered for a place at your local school you must name it on your application.

My child is at infant school. How do I apply for them to transfer to a primary school at the start of year 3?

If you want a primary school you need to name the school on your application.

My child is at primary school. How do I apply for them to transfer to a junior school at the start of year 3?

You should apply through the normal infant to junior school application process.

What happens if I apply by phone?

We will take your details and then send you an acknowledgement letter and receipt, which will have all the information you gave us. You need to check it but only contact us if there are any mistakes.

Can I change my preferences?

You can change your preferences up until the closing date. If you wish to change your preferences after receiving your offer you should contact the Education Team.

If you have moved house and need to change your preferences please contact us. We would require evidence that the child is resident in the property and you have sold your old property.

My child has a Statement of Special Educational Needs. What do I need to do?

Your named officer will contact you, asking you to name your preferred school. Once a placement has been agreed this will be named on your final statement for secondary admission.

I'm moving one day after the closing date should I give my new address?

No, you must give the address where you and your child are living when you apply. You can phone us for advice if you have any questions.

NOTES

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A series of horizontal dotted lines for writing notes.

APPLY ONLINE

for your child's school place



www.lincolnshire.gov.uk/schooladmissions

Last year over 97% of applications were made online

It's simple, fast and secure

- You can check or make changes right up to the deadline
- You can receive instant confirmation by email
- You will find out your offer quicker online than you will by post

For further advice and information visit

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