



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.

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

STARTING SCHOOL FOR THE FIRST TIME SEPTEMBER 2017

HOW TO APPLY FOR A SCHOOL PLACE

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

Before you log onto the website, it is essential to have a valid e-mail address. If you do not you will not be able to apply online and should contact the School Admissions Team to request a paper form to apply for primary/infants school(s).

Why should I apply online - what are the benefits?

- It is quick and easy to do
- You can do it at home or at work
- 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

You **must** apply for your child to be considered for a place at any primary/infants school irrespective of where that school is. 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. Do not assume that attending an associated nursery means that you have applied for that school, because you have not.

You **must** rank your preferences in the order you wish them to be considered.

Your application **must** be submitted by the **15 January 2017**. Applications made after this closing date can only be submitted on a 'late' paper form. Applications submitted after the closing date, without good reason, will be accepted but **not** 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.

Parents/carers who apply through the online service by the closing date will be informed of their allocation by email on 18 April 2017; those who applied on a paper form by the closing date will be informed by letter, posted on 18 April 2017.

It is important to note that there is no automatic right of admission to any school. Failure to apply by the **15 January 2017** may result in your child not being considered for a place at any of your preferred schools and could lead to your child being allocated to a school a considerable distance from your home address.

If you do not list your catchment school on your application 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.

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

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 2016-2017;
- 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

School Admissions, Civic Offices, Knoll Street, Cleethorpes, NE Lincs, DN35 8LN