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7 November 2016

To All Parent/Carers of pupils born between
1 September 2012 and 31 August 2013

Communities

Dear Parent/Carer

STARTING SCHOOL FOR THE FIRST TIME - SEPTEMBER 2017

Your child is due to start school for the first time in September 2017 so it is important to apply now for a place at your preferred school(s). Please note the following:-

- Parents/carers must apply to the local authority in which they live (pay council tax to) even if they would like to apply for a school in another local authority. We co-ordinate the allocation of places with other local authorities to ensure that you will only receive one offer of a place at a school.
- You **MUST** apply for a place before the closing date of **15 January 2017**. If you do not apply on time, places in your preferred school may not be available at a later date, even if you live in the catchment area. 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' guidance document.
- You can apply for up to three preferred schools. Please ensure that you name all the schools for which you wish your child to be considered, in preference order.
- **Do not assume that because your child is already attending the nursery of your preferred school, that he/she will continue in that school from September 2017 without applying for it. Attending the nursery or pre-school does NOT guarantee a place in Reception at the associated school for September 2017.**
- Do not assume that your child is too young to be applying for school placements. If your child is born between 1 September 2012 and 31 August 2013 you should apply now. For advice on your options please contact a member of the School Admissions Team on the number above.

We are requesting that parent/carers make their application online using the North East Lincolnshire Citizen Portal at: www.nelincs.gov.uk/apply-for-it.

Your online application must be submitted by the closing date as the Citizen Portal will not accept any applications made after **15 January 2017**. Please read the advice sheet (enclosed) carefully before making your application.

If you are unable to apply online, you can complete a paper Common Application Form (CAF) expressing which schools you would prefer your child to attend. The CAF can be downloaded from our website, is available from the nursery/early years provider your child attends, or can be requested from the School Admissions Team on (01472) 326291 (option 4). Your completed CAF should be returned to the School Admissions Team by **15 January 2017**.

Parents/carers who submit a late application, without good reason, will be allocated a place for their child as outlined in the "Your New School - A Guide For Parents" booklet. A copy of this is available to read/download from our website at: <http://www.nelincs.gov.uk/schools-and-education/school-admissions> or can be requested from the School Admissions Team.

Yours sincerely

Roz Danks, Group Manager - Head of Education Services