



School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, DN35 7LN



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www.nelincs.gov.uk



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Dear Parent/Carer

TRANSFER OF PUPILS TO SECONDARY SCHOOLS - SEPTEMBER 2022

How and when to apply / North East Lincolnshire Secondary School Open Evenings

If your child was born between 1st September 2010 and 31st August 2011, then they are due to transfer to secondary school in September 2022.

When can I apply for a secondary school? - All parents/carers are being asked to apply for a school place between 2nd September 2021 and 31st October 2021. Please note you cannot apply before the 2nd September 2021.

Note:- If you live outside of North East Lincolnshire, but attend a primary school here, you will receive separate information on how to apply for secondary schools from your home local authority; or you can contact them via the information at the bottom of the next page.

Note:- If your child has an Education, Health and Care Plan, you will not apply through the processes mentioned below. Instead contact the SEN and Review Team on (01472) 326291 Option 3 for further information and advice.

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 live in North East Lincolnshire and wish your child to be considered for a school outside of North East Lincolnshire you must name that school on your North East Lincolnshire application form. Please note completing an entrance exam does not mean that you have applied for that school.

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.

Who can I contact for advice and assistance? - Contact the School Admissions Team at schooladmissions@nelincs.gov.uk or call 01472 326291 (Option 4) for impartial advice and assistance on the process or to clarify any questions you may have.

Will we be able to visit the secondary schools before applying? – Yes, the schools are, subject to government guidance, organising open evenings for prospective applicants in September 2021. These can be found on page 2.

Can I apply online? - Yes, from the 2nd September 2021. Parent/carers can make their application online by accessing the local authority's Citizens Portal for school admissions at www.nelincs.gov.uk, clicking on the following links - 'Apply for It' at the top of the home page; 'Schools and families' and then the 'Citizens Portal for school admissions' and following the instructions. Your online application must be submitted by the closing date of 31st October 2021 as the portal will not accept secondary school applications after this date.

Note: please ensure that you provide all the necessary information requested to support your preferences. We can only consider the information you supply in our allocation decisions.

Can I apply by other means? - Yes, from the 2nd September 2021. If you are not able to apply through the Citizens Portal you can apply through two other means:-

- You can complete an online application form via the following link - www.nelincs.gov.uk ; *Browse services*; then the following links - *Children, Families & Schools*; *Schools & Education*; *School Admissions*; *Apply for a school place*; *Primary to secondary – September 2022*.
- You can download a Common Application Form (CAF) *from the same link above*; or paper CAFs are available on request from your child's primary/junior school or by contacting the School Admissions Team. It is the parents'/Carers responsibility to ensure the School Admissions Team has received your application by the closing date. Current primary schools are not responsible for ensuring applications are submitted on-time.

Note: please ensure that you provide all the necessary information requested to support your preferences. The Local Authority can only consider the information you supply in its allocation decisions.

When do I receive my decision? - For those applicants who apply online via the Citizen's Portal, a school place offer e-mail will be issued on the morning of the National Offer Day – 1st March 2022. For applicants who applied, on-time, through other means, a letter will be posted second class on the 1st March 2022. **Decisions will not be issued to parents/carers by any other means.**

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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 31st October 2021. If you do not, places in your preferred school may not be available later, 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 2022) for their child as outlined in the booklet 'Applying for a secondary 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.

How do I find out which school is my catchment school? - If you go onto our website and click on browse services and then the following links - *Children, Families & Schools; Schools & Education; School Admissions; Apply for a school place* - you will find a PDF document entitled 'School Catchment List'.

Other points to note when making your application.

- Place your preferences as you would like them to be considered. You are given the option to apply for up to 3 preferences but if you wish to apply for only one or two that is your choice. However, if you do not receive any of your preferences, you will be allocated the next nearest school with places which may not be the catchment school as this may be full.
- We recommend you read the individual school admission policies before applying.
- Applying for the same school more than once will not enhance your chances of being allocated a place.
- You are not guaranteed a place in a school because you put it down as your first preference.
- You cannot be considered for a school place if you have not applied for it.

What do I do if my address has changed? - The address for your child we hold on our database will be what we have confirmed with your child's primary school in May 2021. If you have moved address after May 2021, we will not be aware. Therefore, if the address on your application form does not match our database you will be asked, via an e-mail, for one example of evidence of your address to update our records. Accepted forms of evidence include :-

- Current driving licence.
- Tenancy Agreement (Signed by all parties & dated).
- Council Tax Bill 2021-2022.
- Utility Bill (From the last 3 months).
- Current house / Car insurance.
- Recent child tax credit letter.
- Solicitor's letter of completion confirming purchase of a property.

You can take a picture/copy of these and can be emailed / posted to the e-mail address / postal address on this letter by not later than 31st December 2021. Please quote the child's name it refers to in either case. If the evidence is as requested, we will update our records accordingly.

If no evidence is received or is received after the 31st December 2021 deadline, your application will be based on the address we hold on our database for the first round of applications.

Further Information – the Local Authority publishes a booklet which contains general information about secondary schools, including details of admission and transfer arrangements - 'Applying for a secondary school - A Guide for Parents'. A copy of this can be viewed online at www.nelincs.gov.uk or requested from the School Admissions Team.

North East Lincolnshire Secondary Schools - Details of open evenings that are being arranged, subject to government guidance, during the application process are shown below together with links to all secondary schools' websites where further information will be made available. This information is also available on our website.

Beacon Academy	www.beaconacademy.co.uk	14 th September 2021 5:30pm to 8:30pm
Cleethorpes Academy	www.cleethorpesacademy.co.uk	Please check the Academy's website for a virtual tour and for dates of upcoming open evenings.
Havelock Academy	www.havelockacademy.co.uk	16 th September 2021 4:00pm to 7:30pm
Healing School, A Science Academy	www.healing-school.co.uk	9 th September 2021 5:30pm to 7:30pm. You need to book a time slot to visit, please contact school.
Humberston Academy	www.humberstonacademy.co.uk	9 th September 2021 5:30pm to 8:30pm
John Whitgift Academy	www.johnwhitgift.org.uk	21 st September 2021 5:00pm to 7:00pm
Oasis Academy Immingham	www.oasisacademyimmingham.org	Please check the Academy's website for dates of upcoming open evenings.
Oasis Academy Wintringham	www.oasisacademywintringham.org	8 th September 2021 6:00pm to 8:00pm
Ormiston Maritime Academy	www.omacademy.co.uk	13 th September 2021 5:00pm to 7:00pm
Tollbar Academy	www.tollbaracademy.co.uk	Please check the Academy's website for a virtual tour and for dates of upcoming open evenings.

Useful addresses

www.gov.uk - offers Information and advice on all stages of education and learning.

www.ace-ed.org.uk - provides advice and information to parents/carers on a wide range of school-based issues.

Neighbouring Local Authorities

www.northlincs.gov.uk – website for North Lincolnshire Council & their School Admissions Team (Tel: 01724 297133 or 297134).

www.lincolnshire.gov.uk – website for Lincolnshire County Council & their School Admissions Team (Tel: 01522 552222).

Yours sincerely

School Admissions Team, North East Lincolnshire Council