



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

 (01472) 326291 (option 4)

 schooladmissions@nelincs.gov.uk

 www.nelincs.gov.uk



7th September 2020

Dear Parent/Carer

TRANSFER OF PUPILS TO SECONDARY SCHOOLS - SEPTEMBER 2021

Your child is due to transfer to a secondary school in September 2021. Parents/carers must apply to the local authority in which they live (pay council tax to). **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.

If your child has an Education, Health and Care Plan, you will receive further information from the SEN and Review Team. If you wish to speak to them ring (01472) 326291 Option 3.

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 wish your child to be considered for a school outside of North East Lincolnshire you must name that school on your 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.

Can I apply online?

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 'Apply for It' link at the top of the home page; then the 'Schools, families and children' link and then the 'Citizens Portal for school admissions' link and following the instructions. It is essential to have a valid email address. Your online application must be submitted by the closing date of 31st October 2020 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.

Why should I apply through the Citizens Portal ?, what are the benefits?

- It is quick and easy to do
- It is available 24 hours a day, 7 days a week
- You can change the application up to the deadline
- 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
- You can do it at home or at work
- No risk that the application will get lost
- The system helps you by checking for errors

Can I apply by other means?

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 ; Apply for it link; Schools, Families, and children link; Primary to secondary transfers – September 2021.
- You can download a Common Application Form (CAF) from the local authority's website 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' 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. We can only consider the information you supply in our allocation decisions.

What do I do if my address has changed?

We may hold a different address for your child on our database, especially if you have moved address recently. Therefore, if the address on your application form does not match our database you will be asked for evidence of your address. Accepted forms of evidence are highlighted on the next page and can be emailed / posted to the e-mail address / postal address on this letter by not later than 31 December 2020. Please quote the child's name it refers to in either case.

Continued over the page....

- Tenancy Agreement (signed by all parties and dated)
- Copy of your current driving licence
- Letter from solicitor confirming that contracts have been exchanged on a property you are buying
- Copy of a recent child tax credit letter
- Copy of your current house or car insurance
- Council Tax Bill for the year 2020-2021
- Utility Bill (from the last 3 months)

No address on our database will be changed until such evidence is received. If any evidence is received after the 31st December 2020 deadline, your application will be based on the address we hold on our database for the first round of applications.

How do I find out which school is my catchment school?

If you go onto our website and click on the browse services link; schools and education link; apply for a school place link you will find a PDF document entitled 'School Catchment List' .

Who can I contact for advice and assistance?

Contact the School Admissions Team on 01472 326291 (Option 4) during the application period (7th September - 31st October 2020) for impartial advice and assistance on the process or to clarify any questions you may have.

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 (If not one of your preferences) 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 at the school.
- 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 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 31 October 2020. 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 2021**) 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.

When do I receive my decision?

For those applicants who apply online via the Citizen's Portal, an e-mailed letter will be issued on the morning of **the National Offer Day – 1st March 2021**. For applicants who applied, on-time, through other means, a letter will be posted second class on the **1st March 2021**.

Yours sincerely

School Admissions Team, North East Lincolnshire Council

Further Information:-

'**Applying for a secondary school - A Guide for Parents**' this booklet contains general information about secondary schools, 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.

Useful addresses:-

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**

North Lincolnshire Council, School Admissions Team (Tel: 01724 297133 or 297134), People Directorate, Hewson House, PO Box 35, Station Road, Brigg, North Lincolnshire, DN20 8XJ or **www.northlincs.gov.uk**

Lincolnshire County Council, The School Admissions Department (Tel: 01522 552222), Children's Services, County Offices, Newland, Lincoln, Lincolnshire, LN1 1YQ or **www.lincolnshire.gov.uk**