Our ref: Education Service/PFA 2027
Enquiries: School Admissions
Direct Dial: (01472) 326291
Email: schooladmissions@nelincs.gov.uk
Website: **www.nelincs.gov.uk**

November 2026

To All Parent/Carers of children born between
1 September 2022 and 31 August 2023

Dear Parent/Carer

STARTING SCHOOL FOR THE FIRST TIME - SEPTEMBER 2027

If your child was born between 1 September 2022 and 31 August 2023, they are due to start school for the first time (Reception Year) in September 2027. 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 coordinate the allocation of places with other local authorities to ensure that you will only receive one offer of a place at a school.

It is important to apply now for a place at primary school. Attendance at a nursery or pre-school does not automatically mean that a place will be allocated at an associated primary school, nor does it guarantee your child a place. You need to complete and submit an application, stating your preferred schools, to be considered for the allocation of a primary school place for September 2027.

How do I apply?
You can make your **Starting School for the First Time 2027** application online from **7 November 2026** via the North East Lincolnshire Parent's Portal which you can access at:
www.nelincs.gov.uk/children-families-and-schools/school-admissions/apply-for-a-school-place/

All parent/carers are advised to register and apply online as this will allow immediate confirmation of your application submission to the School Admissions Team. You will also receive quicker notification of your school place decision by email/via your Parent Portal account on National Offer Day.

For those unable to apply online, please use the paper Common Application Form (CAF) which can be downloaded to print off from our website or can be requested from your child's nursery, from the school office of your preferred primary school or directly from the School Admissions team.

When do I need to apply?
The online application process for Starting School for the First Time – September 2027 opens on **7 November 2026**. The submission deadline for applications to be considered "on-time" is **15 January 2027** (this is the National closing date after which any submitted applications may not be considered in the first round of school place allocation). Please note that it is the parent/carers' responsibility to ensure that their application has reached the School Admissions team by the closing date.

What happens if I apply late?
The closing date for "on-time" applications is **15 January 2027**. The Parent Portal will allow applications to be submitted online after the closing date however, (without good reason for late submission) these will not be considered until after the first round of school place allocations has taken place.

How many schools can I apply for?
You can apply for a place at up to three schools of your preference. Please ensure that you list your selection of schools in preference order, with most desired first. If you are wanting to apply for any schools outside of North East Lincolnshire, you must include these in your list of preferences on your application.

What happens if I change address after I submit my application?

If you/your child changes home address after you make your application, you will need to contact the School Admissions team so that this can be amended. You will need to provide evidence of your new address in one of the accepted forms below:

- Council Tax Bill at the new address
- Recent utility bill
- Recent child tax credit letter
- Current driving licence
- Solicitors letter of completion (for a house purchase)
- Signed and dated tenancy agreement (for a property rental)

You can submit a copy of the relevant document (scan or clear digital photograph) with your online application or email to us at schooladmissions@nelincs.gov.uk Please include your child's name and date of birth with any submission so that it can be attached to the correct school application.

How and when will I receive my child's school allocation decision?

Applicants who apply on-time and via the Parent Portal will receive their allocation decision by email on National Primary Offer Day, 16 April 2027. Parent Portal applicants will also be able to check their allocation on their Portal account

Applicants who apply on-time through any other method (e.g. paper CAF) will receive their allocation decision by Second Class letter to their home address, issued on 16 April 2027.

Who can I contact for advice and assistance?

The School Admissions team offers impartial advice and assistance regarding the school application process. If you have any queries please contact us at schooladmissions@nelincs.gov.uk or on 01472 326291.



School Admissions

Further information:

"Apply for a primary school place – A guide for parents September 2027" – this document contains information on schools in North East Lincolnshire and details of admission and transfer arrangements and is available to view/download from the School Admissions website at:

www.nelincs.gov.uk/children-families-and-schools/school-admissions/apply-for-a-school-place/

Useful addresses:
www.gov.uk - offers Information and advice on all stages of education and learning, including Ofsted reports.
www.northlincs.gov.uk – North Lincolnshire Council School Admissions for information on schools in North Lincolnshire.
www.lincolnshire.gov.uk – Lincolnshire County Council School Admissions team for information on schools in Lincolnshire.