

School Admissions Team  
County Offices  
Newland  
Lincoln  
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Tel: (01522) 782030

November 2023

Dear Parent or Carer

**PRIMARY SCHOOL ADMISSIONS FOR SEPTEMBER 2024 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2019 AND 31/08/2020**

This letter is to inform you about how to apply for a school place for September 2024. You can apply for a primary or infant school from 15th November 2023 to 15<sup>th</sup> January 2024.

If you live in Lincolnshire you will make your application to Lincolnshire County Council, even if the schools you list on your application are in another area. If you live outside of Lincolnshire you must apply through your home Local Authority but can list schools in Lincolnshire. You must apply for a primary or infant school place even if your child already attends their nursery or pre-school.

The easiest way to apply is online at <https://www.lincolnshire.gov.uk/school-admissions/apply-school/2> Details on how to do this are below. Applications can be made online on most mobile devices. Libraries also often have computers with free internet access. You can also apply via telephone or via a paper form if you do not have access to the internet.

The Lincolnshire County Council website contains information which you should read prior to making an application. There is a guide on the website entitled “Going to school in Lincolnshire” which details how we will process your application, the schools in your area and their oversubscription criteria.

Normally during the application period schools have their open days/evenings and usually advertise these on their website, through local nurseries and playgroups and in the local press. We would encourage you to attend these to see schools, ask questions and you can ask for a copy of the school's admission policy when you are there.

**Additional information**

- It is important that we receive your application by the closing date 15 January 2024. If you apply later we cannot guarantee that your application will be considered along with all others for the national offer date of 16th April 2024.
- If your child has an Education, Health and Care Plan (EHCP), you do not need to apply for a primary school place using this process. You will be contacted by your caseworker

in the autumn term for the process to follow. If your child is currently being assessed for an EHCP, we recommend you should still apply for a place via this process.

- You can apply for up to three schools and we would recommend that you do list three schools in the priority order that you would like to be offered. We will only offer you one school, but the preference order is used by the admissions team to decide which school to offer if more than one school can offer a place. You are no less likely to receive an offer at your first choice school if you have listed other preferences, and schools are not aware of the preference order when deciding which places to offer. Places are offered on the basis of each school's oversubscription criteria only, which can be found at <https://www.lincolnshire.gov.uk/directory/31/find-a-school> or on the school's own website.
- Some schools prioritise children based on whether that school is the child's nearest. If you are unsure which school is your nearest you can email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) or find this on our website.
- Please ensure we have your correct address when making your application. You must apply using the address where you and your child are living at the time of the application; using any other address might be considered "misleading" and could lead to an offered place being withdrawn. If your family circumstances mean that you are unsure which address to use please email the admissions team for advice. If you move house at any time after you have made your application, you must let us know and provide proof that you are resident in your new address, otherwise your old address may continue to be used.

### **How to apply online**

To make an application online you need to make an account on the parent portal if you do not already have one. To access the parent portal there is an orange button titled 'Make or amend a school application' on the 'Apply for a school' page referenced in the online link supplied earlier in this letter.

You can get assistance if you need it by

- Calling the Education Team on 01522 782030. This number can be used for support making an application online, to make a telephone application or to answer any queries you may have
- Emailing the school admissions team [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)
- Asking at your local school for support.

Please do get in touch if you require any assistance.

Yours sincerely,

School Admissions Team