

School Application Letter
Parent/Carer of Pupils in Year 2

November 2018

Children's Services
County Offices
Newland
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Dear Parent or Carer

JUNIOR SCHOOL ADMISSIONS IN SEPTEMBER 2019 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2011 AND 31/08/2012

This letter is to tell you about how to apply for a school place for September 2019. We coordinate admissions within Lincolnshire for all children who are about to start in reception, transfer from infant to junior school or transfer to a secondary school. Without exception everyone must apply for a school place and follow the procedures set out in the 'Lincolnshire School Admissions Guide'. If you are not resident in Lincolnshire you must apply via your own Local Authority.

I'm sure the process will run smoothly for you. If you need help, please remember that the staff at your local school will be glad to assist in any way. You can also contact us via e-mail at schooladmissions@lincolnshire.gov.uk or on the phone number above.

You can apply from 14th November 2018 with the vast majority of parents or carers using the online application system, which can be found via our website at www.lincolnshire.gov.uk/schooladmissions. Telephone support is available to help you with your online application. If you do not have a computer you can use most mobile devices and libraries have computers with free internet access.

If your child currently attends an infant school, the vast majority of people will apply to the feeder junior school. However, if you wish to apply for a primary school to start in Sept 2019 you will need to make a 'mid year' application in June 2019. However, please be aware that the primary school(s) may not have places available and therefore we do recommend you apply for a junior school between November and January.

If your child currently attends a primary school but you wish to apply for a junior school place in year 3 for September 2019, you can apply through this process.

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 when you will have the opportunity to say which primary school you would like your child to attend.

If you require support with your online application or want to make a telephone application please call the Education Team on 01522 782030.

Our booklet 'Lincolnshire School Admissions Guide' is available online at www.lincolnshire.gov.uk/schooladmissions. It is important to read the guide very carefully so that you understand how we will deal with your application. On our website you will find lots of information about the co-ordinated admissions process as well as links to schools websites, Ofsted reports, school performance information and lots more. Make sure you have all the information you need before you complete your application.

In addition there is also the 'Going to Primary School in Lincolnshire' booklet available on our website which contains information about the admissions process and details about all Lincolnshire schools which you may find useful.

It is important that we receive your application by the closing date 15 January 2019.

Please make sure we have your correct address. You must apply using the address where you and your child are living at the time of the application. 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.

Yours sincerely

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned below the text 'Yours sincerely'.

School Admissions