

School Application Letter  
Parents/carers of pupils in Year 6

School Admissions Team  
County Offices  
Newland  
Lincoln  
LN1 1YQ  
Tel: (01522) 782030

September 2023

Dear Parent or Carer

**If your child is born between 01/09/2012 and 31/08/2013 it is time to apply for a secondary school place for September 2024.**

You can apply from **8 September 2023 to 31 October 2023**.

If you apply later, we cannot guarantee that your application will be considered along with all others for the national offer date of 1 March.

If you live in Lincolnshire you must apply to Lincolnshire County Council. If you live outside of Lincolnshire should apply to your home Local Authority. You can list any schools on your application, even if they not in your home local authority. Everyone must apply for a school place unless you intend to carry on attending an independent school or wish to 'Home Educate' your child.

### **How to apply**

- Online – This is the easiest way to apply  
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 'how to apply page' at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Applications can be made online on most mobile devices. Libraries also often have computers with free internet access.
- via telephone - 01522 782030
- Email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for a paper form.

If you apply online then you will receive your offer on national offer day. If you apply by paper form or telephone the offer will be posted to you on this date.

The Lincolnshire County Council website contains information which you should read prior to making an application as this will detail how we will process your application. There is also a list of all the schools in our area and their oversubscription criteria.

Some schools offer open evenings in the autumn term to showcase what their school has to offer. Any details about open evenings and other information will be on the schools websites.

## Additional information

- If you think you might like to apply for your child to go to a grammar school you will need to arrange for them to sit the 11+ selection test. If you have not already arranged this you should contact the grammar school directly. The results are posted out before the application deadline of 31 October so that you can decide whether to list the grammar school on your application after you have received the result.
- If your child has an Education Health and Care Plan (EHCP), you do not need to apply for a secondary 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 that you still apply for a place via this process.
- If your child is currently educated outside of their date of birth cohort please contact us for further advice on the procedure to follow.
- Some schools prioritise children based on whether that school is the child's nearest school, You can check which school is your closest at [www.lincolnshire.gov.uk/find-nearest-school](http://www.lincolnshire.gov.uk/find-nearest-school).
- If home to school transport is an important factor in your decision about your preferred school, please take the time to read the information on the Local Authority's website at: [www.lincolnshire.gov.uk/schools-and-education/school-and-college-transport](http://www.lincolnshire.gov.uk/schools-and-education/school-and-college-transport) before completing your application. You can also contact the School Transport team on 01522 782020 or e-mail [schooltransportapplications@lincolnshire.gov.uk](mailto:schooltransportapplications@lincolnshire.gov.uk) for further information.
- We recommend that you list more than one preference. Listing only one school does not increase the likelihood of a place being offered at that school.
- You must 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 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. The procedure is slightly different for children of armed forces personnel with a posting order. Check our website for more information.

You can get assistance if you need it by

- Calling the Education Team on 01522 782030
- Emailing the school admissions team [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)
- Asking at your current school for support

Yours sincerely

**School Admissions Team**