School Application Letter

Parents/carers of pupils in Year 6

September 2025

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

Dear Parent or Carer

SECONDARY SCHOOL ADMISSIONS FOR SEPTEMBER 2026 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2014 AND 31/08/2015

This letter is to inform you about how to apply for a school place for September 2026. You can apply for a secondary school from 8th September 2025 to 31st October 2025.
If you apply later, we cannot guarantee that your application will be considered along with all others for the national offer date of 2nd March 2026.

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 you can list schools in Lincolnshire. Everyone must apply for a school place unless you intend to carry on attending an independent school or wish to home educate your child.

The easiest way to apply is online at https://www.lincolnshire.gov.uk/school-admissions/apply-school/3. Applications can be made online using most mobile devices. Libraries also often have computers with free internet access. You may also apply via telephone or a paper form if you do not have access to the internet. Please call 01522 782030 if you would like to apply in this way.

The Lincolnshire County Council website contains information which you should read prior to making an application. There is a guide on the website called “Going to school in Lincolnshire” which details how we will process your application. You can view this at https://www.lincolnshire.gov.uk/school-admissions/going-school-lincolnshire-guide. You can also find information on specific schools in your area and their oversubscription criteria at https://www.lincolnshire.gov.uk/directory/31/find-a-school.

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 out to you on this date.

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 school’s websites.

Additional information

- If you want 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 31st October so that you can decide whether to list the grammar school on your application.

- 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 regarding the process to follow. However, if your child is currently being assessed for an EHCP, we recommend that you still apply for a place via the process outlined in this letter.

- If your child is currently educated outside of their age group because they have been held back or moved forward a year, 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. If you are unsure which school is your nearest, you can email schooladmissions@lincolnshire.gov.uk or find this on our website at https://www.lincolnshire.gov.uk/find-nearest-school.

- If home to school transport is an important factor in deciding on your preferred school, please read the information on our website before completing your application: https://www.lincolnshire.gov.uk/school-college-transport. You can also contact the School Transport Team on 01522 782020 or email schooltransportapplications@lincolnshire.gov.uk for further information. The legal responsibility for ensuring that a child attends school rests with parents and carers. You can request a place at any school for your child, but your child may not necessarily be entitled to free school transport. It is very important that you check whether your child will be entitled. If they are not, you will need to think carefully about how your child is going to get to the school you prefer for the whole time they will be there. After you receive your offer of a school place, you can apply for transport.

- You can apply for up to three schools and we would strongly 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. Schools are not aware of your 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.

- 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 School 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.

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
- Asking at your child's current school for support

Yours sincerely

School Admissions Team