

School Application Letter

November 2021

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

Dear Parent or Carer

**PRIMARY SCHOOL ADMISSIONS FOR SEPTEMBER 2022 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2017 AND 31/08/2018**

This letter is to tell you about how to apply for a school place for September 2022. 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 home 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](mailto:schooladmissions@lincolnshire.gov.uk) or on the phone number above.

You can apply from 15th November 2021 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](http://www.lincolnshire.gov.uk/schooladmissions). Read the information on our website about 'how to apply for a school place' and follow the links to the parent portal where you can set up an account, if you haven't already, in order to apply for various services in relation to schools. There is a big orange button on the 'How to apply' page called 'Make or amend a school application' which on clicking, will take you to the Parent Portal landing page where you can make your application. 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 you require support with your online application or want to make a telephone application please call the Education Team on 01522 782030.

You can apply for up to three different schools and we strongly recommend you do list three schools in the priority order that you would want to be offered. You will only receive one offer of a school place and if we can offer your highest preference school we will do.

You will have eight weeks to complete your application and send it back to us. Normally during this time schools may hold open days/evenings and usually advertise these on their website, through local nurseries and playgroups and in the local press. However, due to the current situation with the COVID-19 pandemic, these may not be possible. If it is possible, we would encourage you to go along and visit the schools, ask questions and you can ask for a copy of the school's admission policy also while you are there.

Lots of guidance and advice is available online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). It is important to read this 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 fill in 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 2022. If you apply after this date we cannot guarantee that your application will be considered along with all others for the national offer date of 19th April.

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.

**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; using any other address might be considered "misleading" and could lead to an offered place being withdrawn. If your family circumstances are such that you are unsure whether you can apply based on an address please email us 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.**

Yours sincerely

**School Admissions Team**