

# Lincolnshire School Admissions Guide 2016



This guide relates to starting school in  
reception, transferring to junior school and  
transferring to secondary school

Apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## **Lincolnshire County Council 01522 782030**

If you have problems reading this booklet contact us on the phone number above to see how we can help.

如果您有问题读这本小册子，请以上面的电话号码联系我们，看如何能够帮助。

Jezeli masz problem z odczytaniem tej ulotki skontaktuj sie z +nami uzywajac podanego numeru telefonu, zobaczmy jak mozemy ci pomoc.

Jei del kokiu nors priezasciu negalite perskaityti sio buklete prasome skambinti mums numeriu nurodytu virsuje.

Если Вы не можете прочитать этот буклет, свяжитесь с нами по вышеуказанному номеру, и мы попытаемся Вам помочь.

Ja Jūs nevarat izlasīt šo bukleti, sazināties ar mums pa tālruni un mēs centīsimies palīdzēt Jums.

Se você tiver problemas para perceber o que esta escrito neste livrinho, entre em contacto no numero acima indicado para poder ser ajudado.

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## IMPORTANT INFORMATION

For further information please contact The Education Team within our Customer Service Centre on 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

We have written this guide for parents applying to primary or infant school with children born between 1 September 2011 and 31 August 2012, applying for a junior school with children in year 2 or applying to a secondary school with children in year 6. You can also apply to Lincoln University Technical College (UTC) for a place in Year 10.

In Lincolnshire last year 9 parents out of 10 were successful in obtaining a place for their child at the school they preferred. This guide will help you by providing information on the process and how to apply online.

Before completing your online application there are a few things you need to consider:

- Find out which schools are in your local area. There may be more than you realise. You can find lots of information at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).
- Visit the schools you are considering. They will be able to provide you with valuable information and advice, and you can ask for their prospectus. They should provide you with details of how places were allocated for at least the previous year. This does not mean that the same will happen again but it serves as a guide.
- If you are applying for a grammar school. Your child will need to sit the 11+ test, please phone the grammar school to arrange this.

### **How to apply for a school place**

The best way to apply is online: [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

You can make three preferences and we will offer one school.

If you are applying for Lincoln UTC you have to apply on a paper form which is available from the UTC's website and the School Admission website.

### **No internet access?**

Your local library may provide free internet access. Also schools and nurseries may be able to support you, please contact them directly to ask if they provide this service.

Alternatively you can make a telephone application or contact us for a paper form by phoning 01522 782030. If you use a paper form make sure you use the postcard receipt system, and keep the acknowledgement card as evidence.

## SCHOOL ADMISSIONS DATES - TIMETABLE

For all dates given we treat the cut off point as 12 noon on the date stated.

	<b>Primary including infant to junior</b>	<b>Secondary including UTC</b>
The application process starts	16 November 2015	10 September 2015
11+ results are sent out		9 October 2015
The closing dates are	15 January 2016	31 October 2015
Late applications or changes cannot be dealt with after	19 February 2016	17 December 2015
You can view your offered school online or the letter will be posted on	18 April 2016	1 March 2016
You must accept or refuse the offer by	6 May 2016	18 March 2016
Any late applications or changes received after the stated dates will be offered where possible in the week commencing	16 May 2016	28 March 2016
You must send us your revised application by	6 June 2016	22 April 2016
Any revised applications will be offered where possible in the week commencing	13 June 2016	25 April 2016

We will continue to accept and process late and revised applications up to the end of August.

## WHO TO CONTACT FOR INFORMATION

The following people will be able to provide you with information to help you make an informed decision.

### **School Headteacher**

Headteachers can provide information about their schools. It is particularly important to find out whether there are usually more applicants than places and how it is decided which children are offered a place.

Secondary schools arrange open events for parents and children. You can view all dates online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). If you wish to arrange a visit to any primary or secondary school please contact them direct.

### **School Admissions Team**

We are part of Lincolnshire County Council and we are the people who will be processing your child's application.

Information and any questions regarding any aspect of the school admissions process and how to apply online can be provided by contacting us via phone or email. It is best to email us if your question is complex or if you may wish to refer to our answer at a later date.

### **Transport Team**

This team can help with any questions regarding home to school transport. Please contact them on 01522 782020 or use their webpage at [www.lincolnshire.gov.uk/schooltransport](http://www.lincolnshire.gov.uk/schooltransport).

### **Ethnic Minority and Traveller Education Team**

If you are experiencing difficulties with the admission of your child due to a language or cultural barrier you may wish to contact the service who will try to assist you. Please contact them on 01427 787190.

### **Special Educational Needs**

If your child has a Statement of Special Educational Needs or Education Health and Care Plan and you require further advice about the process, phone the Additional Needs Team on 01522 553332.

### **Parent Partnership**

The Parent Partnership Service can provide admissions information, advice and support to parents of children with Special Educational Needs and Disability (SEND). If you need their help please contact them on 01522 553351.

## WHO TO CONTACT FOR INFORMATION

### **Grammar Schools**

The Lincolnshire consortium of grammar schools have a website at [www.grammarschools.lincs.sch.uk](http://www.grammarschools.lincs.sch.uk) which provides information about applying for a place.

### **Department for Education**

You can find the admissions codes of practice and school performance tables at [www.education.gov.uk](http://www.education.gov.uk) or by phoning 0370 000 2288.

### **Office for Standards in Education (Ofsted)**

You can find inspection reports for individual schools at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or by phoning 0300123 1231

### **Advisory Centre for Education (ACE)**

ACE are an independent national advice centre for parents of children in state schools. They offer information and advice on state education, including admission appeals. Their website is [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

### **Special Educational Needs or Education Health and Care Plans**

You do not need to complete an application form for a school place if your child has a Statement of Special Educational Needs or Education Health and Care Plan. If you are unsure whether your child has a Statement or Education Health and Care Plan you can check with your child's school, or by telephoning 01522 553332.

If your child has a Statement of Special Educational Needs or Education Health and Care Plan a new proposed Statement will be sent to you before your child starts school for the first time, is due to move from infant to junior school, or is to transfer to secondary school. You will receive a form with your child's new proposed Statement. This will ask you for any comments, and is to be used by you to name the preferred school for your child.

A final Statement or Education Health and Care Plan for your child will be sent to you before the September in which your child either is to start school for the first time, or is expected because of their age to move to another school. This final Statement of Special Educational Needs or Education Health and Care Plan will name the school where your child has been allocated a place.

## TYPES OF SCHOOLS IN LINCOLNSHIRE

### Primary Schools

Primary schools accept children between the ages of four which is reception class, and eleven which is Year 6.

### Infant Schools

Infant schools accept children between the ages of four which is reception class, and seven which is Year 2, after this, children usually transfer to the linked junior school, or they can apply to an alternative junior or primary school.

### Linked Infant and Junior Schools

For entry into an infant school a brother or sister at the linked junior school will usually be taken into account but you must check the school's policy to be sure of the details. **Please remember to name the sibling on your application.**

Lincoln The Lancaster School is an exception, as the school's admissions policy takes no account of siblings at Birchwood Junior School.

When children attend an infant school it is usually a straight forward transfer to their local junior school. We have named these below.

#### Infant Schools

Branston Infants  
Gains Hillcrest  
Grantham Harrowby Infants  
Grantham Little Gonerby Infants  
Holton-le-Clay Infants  
Lincoln Bracebridge Infants  
Lincoln Manor Leas Infants  
Lincoln Mount Street Academy  
Lincoln St Faith's Infants  
Lincoln St Peter in Eastgate Infant  
Lincoln The Lancaster  
Lincoln Woodlands Infants  
Louth Eastfield Infants  
Nettleham Infants  
Skegness Infants

#### Junior Schools

Branston Junior Academy  
Gains White's Wood Lane Juniors  
Grantham The National Junior school  
Grantham The National Junior school  
Holton-le-Clay Junior School  
Lincoln Manor Leas Junior School  
Lincoln Manor Leas Junior School  
Lincoln Westgate Academy  
Lincoln St Faith & St Martin Junior  
Lincoln Westgate Academy  
Lincoln Birchwood Junior  
Lincoln Birchwood Junior  
Louth Lacey Gardens Junior  
Nettleham Junior School  
Skegness Juniors

## TYPES OF SCHOOLS IN LINCOLNSHIRE

At Grantham The National Junior School and Lincoln Westgate Academy places are allocated first for those children who attend the infant schools shown above before those children who do not attend. We advise you to check the admissions policies for other junior schools to see if they give this priority.

### **Junior Schools**

Junior schools accept children between the ages of seven which is Year 3, and eleven which is Year 6.

### **Comprehensive Schools**

These schools do not select on the ability of your child.

However some of these may select up to 10% of their pupils on the basis of aptitude for a particular subject area. The school will be able to tell you whether they select based on aptitude and if so, how.

If you want the school to consider your child for one of these places, you will need to arrange with the school for your child to take the aptitude tests. You must also name the school as one of your preferences on your application.

### **Bilateral Schools**

The King Edward VI Humanities College in Spilsby is the only bilateral college in Lincolnshire. This is a school having both a non selective and selective stream with entry to the selective grammar stream being through 11+ testing. You only have to name the College once on your application form. There is a separate form to request that the school considers your child for a place in the grammar stream.

### **Academies**

Academies are publicly funded independent schools. The government has indicated it wants more schools to convert to academy status.

### **Free Schools**

These are all-ability publicly funded schools set up in response to parental demand. They can be set up by a wide range of proposers including charities, businesses, teachers and groups of parents.

### **Grammar Schools**

For your child to qualify for a grammar school education they must take the 11+ selection tests. Grammar schools aim to select the top 25% of children in Lincolnshire based on academic ability. Therefore your child will need to reach the minimum qualifying standard in the tests. need to reach the minimum qualifying standard in the tests. You may only take the test once in the same year.

## TYPES OF SCHOOLS IN LINCOLNSHIRE

You may wish to talk to the Headteacher of your child's primary school to discuss whether this type of education is suitable for your child. If your child has any special needs or English is not their first language you must discuss this with the grammar school beforehand. If your child is ill, or may not be able to perform at their best in the 11+ tests for some other reason, you must discuss this with the grammar school **before the test starts**. This is very important because a child may only take the test once for entry to year 7.

You should contact your preferred grammar school to arrange for your child to sit the 11+ tests. If your child takes the 11+ tests at a different grammar school from the one you are applying to, you must let the preferred school know where the test was taken.

**The grammar school will post the 11+ results direct to your home address.** This will leave time to apply online before the deadline.

If you are moving home, or your child missed the 11+ test, you need to contact the grammar school as soon as possible to arrange a date for your child to sit the tests if you wish to apply for a grammar school.

Taking the tests is not an application to the school. You must still name the grammar school as a preference on your application. Success in the tests does not guarantee admission to a grammar school as more children may qualify than there are places to offer.

If your child takes the 11+ test and does not qualify, it will not be possible to offer a place at a grammar school. If you wish to appeal against this decision you should name the school on your application as one of your preferences. We recommend that you name your preferred non-selective school as your first preference. The appeal process will not begin until after you have received your offer of a school place. Please see the section on parental preference and how to appeal later on in this booklet. If your child does not qualify it is not possible for them to take the test again before the summer term of year 7.

### **University Technical Colleges (UTCs)**

Lincoln UTC is a technical college for 14-18 year olds. They have university and employer sponsors and combine practical and academic studies.

### **Independent Schools**

If you wish to apply to an independent school you should do so directly to the school. **You cannot** name them on your application.

## FACTORS THAT AFFECT YOUR APPLICATION

### **Application Deadline**

#### **We must receive your application before the deadline.**

If we do not receive your application on time it may not be possible to consider it with those returned by the deadline. As a result you may lose out on a place at your preferred school. We would deal with your application at a later stage in the process.

The timetable earlier in this booklet gives all the deadlines for late applications and changes.

### **Parental Preference**

It is essential to rank your preferred schools in the order you would like them to be offered.

Schools will consider all children equally, as they do not know if you have listed them as first, second or third preference. Each school applies its own admission policy looking at factors such as siblings, religion, distance and ability or aptitude where applicable. This means when schools rank applicants, it will not disadvantage anyone who has named them as a second or third preference. It is possible for you to receive an offer of a place at a school listed as your second preference before another parent who names it as their first if your application has higher priority under the school's oversubscription criteria.

Parental preference is still vitally important because, if more than one school let us know they can offer a place, we must offer the one you have ranked highest. So please think carefully about how you rank your preferences.

We strongly advise you to name more than one school on your application. If you name only one preference and the school are unable to offer your child that place, we will then allocate your child a place at the end of the process after all those children that have named second and third preferences on their application.

If this happens we will allocate your child a place at the next nearest non selective school to your home with available spaces. This may not be your local school due to it being full and it could result in your child travelling some distance to a school that has a place.

## FACTORS THAT AFFECT YOUR APPLICATION

The coordinated admission scheme adopted by Lincolnshire County Council, as the Local Authority for Lincolnshire, enables parents to express 3 preferences on the Application Form (CAF) in rank order for any state funded school. Parents may express a preference for any state funded school, in any local authority area. Other local authorities' coordinated schemes may enable parents residing within their authority to express more than 3 preferences on the CAF. We advise parents residing in other local authorities that Lincolnshire County Council will accept no more than 3 preferences for Lincolnshire schools.

Please do not name the same school more than once on your application. Naming a school more than once will not increase your chances of getting a place and will be a wasted preference. We will offer every child in Lincolnshire a school place. However, it may not always be possible to offer a place at one of your named preferences.

### **Admissions Policies**

Schools have admissions policies in order to identify which children have priority for places if there are more applicants than places available.

You can find each school's admission policy on their website or you can contact them direct. It is important that you read the policies for the schools that you wish to apply to. Information is also available in our 'Going to School in Lincolnshire' publication, available online or every primary school has a copy which you can ask to see. If you want your own copy please phone us.

### **Oversubscribed Schools**

Some schools have a history of receiving more applications than there are places. This means they cannot offer places to all children who have applied.

To find out if a school normally has more applications than places, go to [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), the information is given in 'Going to School in Lincolnshire'.

### **Religion, Faith and Medical Forms**

If you would like to ask a school to consider your child's application based on religion, faith or a medical condition, you fill in these forms online or ask for a paper form.

We have listed schools that use these criteria on the forms. It is important that you read their policy as they may ask for additional evidence, for example, a copy of the baptism certificate or a doctor's letter.

## FACTORS THAT AFFECT YOUR APPLICATION

### **Measurements**

In almost all admissions policies the distance from your home to the school is an important factor. You must check each school's admissions policy to find the details of how they measure distance. Most Lincolnshire schools use measurements that we make using an electronic mapping system that meets government regulations.

We measure from the post office address point of your home to the post office address point of the school. This is not the same as measurements produced by online mapping tools, satnavs or car odometers.

We measure to three decimal places e.g 1.256 miles. School admissions policies must state what happens where there is a tie between 2 or more applicants for the last available place.

### **Accepting or refusing the offer**

Once we make an offer you must accept or refuse the offer by the date given in our letter. If you refuse the place offered hoping to gain a place at another school, your child may be left without a school place. Many schools will be full and it is not always possible for them to take extra pupils. We strongly recommend that you accept the offer, unless you are moving away or your child is going to an independent school. Accepting the offer will not affect your chances of winning an appeal for a place at another school, or if you make a revised application for a different school.

If you refuse the place offered, we are likely to offer that place to another child before any appeals are heard or you know the result of a revised application.

If you don't respond at all to the offer, then we will assume you have left the area and withdraw the place following reasonable attempts to contact you.

## MOVING HOUSE

For admissions purposes the address that counts is the address where your child lives for the majority of the school term time. The only exception to this rule is for children of UK service personnel and other crown servants, there is more about these children later in this guide.

If you are moving house we can only take into consideration your new address if your child is already living there, by the deadline below, and we have received the appropriate proof of address. **We will not take into account an intention to move.**

Starting reception – 12 noon, 19 February 2016  
Infant to junior transfer – 12 noon, 19 February 2016  
Secondary transfer – 12 noon, 17 December 2015

If you and your child are resident in your new address after these dates we will add the address to your child's application for correspondence purposes only. When offer day has passed we will then update your child's residence address on your application, and take account of it from then on.

You must not use an address you are soon to move to, or a relative's address, as we may regard this as a fraudulent application. There is more about the possible consequences of making a fraudulent application later in this guide.

When you tell us about a new address we will write to you and explain what documents you can send us to show that you and your child are now resident at the claimed address and when you moved in.

Occasionally we will ask you to provide other evidence or answer some questions about your situation depending on the circumstances of the move. We do this because we have a duty to make sure that places are allocated fairly and transparently. Sometimes it may not be possible to accept a claimed new address. If this is the case we will write to you and explain why.

If you are resident in your new address just before the deadline, we will allow two weeks for you to send us your proof of address. If you have applied online you can amend your address and preferences online before the deadline above.

## MOVING HOUSE



### **UK Service Personnel (UK Armed Forces) and Other Crown Servants**

Lincolnshire County Council supports the Government's commitment to removing disadvantage for service children. However, in order to be able to do this and comply with Government school admissions regulations we will need supporting documentation.

If you are a member of the UK armed forces due to be posted into Lincolnshire from other parts of the UK, or returning from overseas, we can deal with your application provided we have received an official letter declaring a relocation date and a Unit postal address or quartering area address in Lincolnshire. This also applies to Crown Servants returning from abroad. Please refer to important dates elsewhere in this guide.

### **Living Overseas**

If your child lives outside the UK, and you are not a member of the UK service personnel (UK armed forces), you will not be able to apply for a place until your child is resident in the country.

### **Northern Ireland, Scotland and Wales**

If you live in Northern Ireland, Scotland or Wales you will be able to apply on a Lincolnshire application. This is because these countries are part of the United Kingdom, but do not co-ordinate their school admissions in the same way as we do in England. On your application you will need to state your current address.

### **Fraudulent Applications**

The Local Authority, foundation schools, voluntary aided schools and academies have the right to investigate any concerns they may have about your application.

If there is evidence that you have made a fraudulent claim, or provided misleading information, government regulations allow for the withdrawal of the offer of a place even after the child has started at the school.

We reserve the right to check any address where the circumstances are not straight forward.

## APPLYING ONLINE

The online system will be available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

If you live in another county, you need to apply through your own Local Authority's online system but you can still name our schools.

### Advantages of Applying Online

- You will be able to see your offered school on the offer date and will not have to wait for the post.
- You can change the details on your application up until the closing date.
- You can apply any time, any place, anywhere so you do not miss the deadline.
- You will receive an email acknowledgement of receipt.
- Your application will be received on the same day.
- It is simple, fast and secure.
- The system will guide you through the completion of the application.
- You can accept the place offered online.
- You can apply for transport if required for secondary transfer only.
- If you are not happy with the offered school you can usually appeal online.

### Important Points to Remember

- Keep a note of your username and password as you will need this each time you go online, either to make any changes or view your offer of a place

Username

Password

- If your property is not recognised, please contact the Education Team on 01522 782030.
- If your child has a Statement of Special Needs or Education Health and Care Plan you will not be able to apply online. Contact your named officer for advice.
- Do not save the login page to your favourites as this link will change during the admissions process.
- If someone is helping you apply online, please ensure your own details are being entered.

## APPLYING ONLINE

- **Once completed you need to submit your application.** You will receive confirmation this has been received provided you give a correct email address. This can be printed off for your own records. If you do not receive this you must contact us.



- Once submitted, should you wish to make any amendments, you need to click the save button each time.
- All future communication will be via email.
- Inform us if you change your email address.
- If you are applying on religion, faith or medical grounds, you will need to tick the relevant box on your online application, and complete the appropriate form as instructed. You must complete a separate form for each school you are applying to under these grounds. The form will only appear if it is relevant for the school you have selected.
- You will receive your child's offer of a school place online. You need to accept or decline the offer and then click the submit button. No paper correspondence will be forwarded to you.
- Help is always available, contact the Education Team on 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

## RESERVE LIST

If we have offered your child a place at a school that is not your first preference, then we automatically add your child to the reserve list of any school that you named as a higher preference and this starts from when the offers are made.

Your child can only be on the reserve list for a grammar school if he or she met the required standard in the 11+ tests and you named the school as a higher preference than the school offered.

If places become available at a school, we make offers to children on the reserve list. The oversubscription criteria in the school's admissions policy determine the order of the children on the reserve list. Your child's position on the reserve list may change if children with higher priority under the school's admissions policy move into the area.

If parents go to appeal and are successful this will take the school over their published admission number. Before a child on a reserve list can receive an offer of a place, the school's number has to fall below their published admission number.

If you have made a revised application, please refer to this section later on in the booklet to find out how this will affect your child's place on any reserve list.

If your child has received an offer of a place at a school, they will not be placed on the reserve list for any lower preference you named on your application form.

## REVISED APPLICATIONS

Where we have offered you a school which you are not happy with for any reason you can put in another application, which we call a revised application. You cannot make revised applications online; to request a paper form please contact the Education Team on 01522 782030.

If we can offer a place at any school named on a revised application, we will automatically withdraw your original offer and allocate the place to another child. Your revised application will replace the original form, so if you wish to remain on the reserve list for any school you must name them on your revised application and also be clear about the order of your preferences.

Parents most commonly request a revised application because they did not receive an offer of a place at any of their preferences and want to apply for another school, or wish to change their preferences.

We strongly advise all parents to accept the initial offer of a place. By doing so you will make sure your child has a place at a school while you await the outcome of a revised application, or if relevant, an independent appeal.

**We will not send you a revised application form before you receive an offer of a school place.**

If you wish to appeal for any school you have to name them on your application form. Once the school has refused a place you then have the right to appeal.

## APPEALS

You have a right to appeal against a decision not to offer your child a place. These appeals are independent of the Local Authority, the school and its governors. The offer sent to you tells you whether a school that has refused a place for your child is a community, voluntary controlled, voluntary aided, foundation school or an academy.

Once you have received your offer you may wish to appeal. For most schools you can submit your appeal online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) and the system will guide you through the process.

The timetable for hearing appeals for community and voluntary controlled schools will be available on our website from 28 February 2016. Other schools will also post their timetable by this date.

In order to request a paper appeal form you should phone the Education Team on 10522 782030 or contact:

School Admissions Team  
County Offices  
Newland  
Lincoln  
LN1 1YQ  
[schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

If you wish to appeal against the decision of a voluntary aided school, foundation school or an academy, the appeals are still independent and you should write to the clerk to the governors at that particular school.

**If you go to appeal and the independent panel support your appeal we assume that this is your highest preference school and will withdraw any previous offer of a place and allocate it to another child.**

### **Special Educational Needs or Education Health and Care Plans**

The appeal process for a child with a Statement of Special Educational Needs or Education Health and Care Plans is different. Any appeal against a decision not to offer your child a place has to be heard by the First Tier Tribunal (Special Educational Needs and Disability). You can find out more about this by phoning:

Additional Needs  
Children's Services Directorate  
County Offices  
Newland  
Lincoln  
LN1 1YQ      Tel: 01522 553332

## FREQUENTLY ASKED QUESTIONS

### **What if I do not have internet access?**

Your local library may provide free internet access. Also schools and nurseries may be able to support you, please contact them directly to ask if they provide this service.

Alternatively you can make a telephone application or contact us for a paper form by phoning The Education Team on 01522 782030.

### **What if I live in Lincolnshire but would like my child to go to a school in a different county?**

You can name any school on your Lincolnshire application except Independent and Special schools. The School Admissions Team will pass on the details of your application to the other Local Authority who will then inform us if a place is available.

Please be aware that you may be responsible for any transport arrangements and costs.

### **If I live in a different county, can I apply for a place for my child in a Lincolnshire school?**

You should name the Lincolnshire school on your own local authority's application form. Your own Local Authority will forward your application to us and we will notify your authority if a preferred school can offer a place. Your own Local Authority will write to you with an offer of a school place.

### **My child attends nursery at the school, will they automatically transfer into reception?**

If your child already attends nursery class, or school on a part time basis, this does not automatically guarantee a place for your child in reception. You must still apply for a reception place.

### **What do I do if I would like to request a place outside my child's year group?**

Almost all children go through the school system with the year group they belong to by date of birth. Parents may request a different year group when they apply for a school place, the Governors of the preferred schools will make the decision on the year group. These cases are often very complex so you should ask for advice by emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) as soon as possible.

## FREQUENTLY ASKED QUESTIONS

### **What if I do not apply on time?**

If we do not receive your application by the deadline you can still apply for a school place any time up until the end of August. We will process the application at a later date. We have given the timetable in the section 'School Admissions Dates – Timetable'.

### **Parents living apart**

On request, information regarding the application process can be sent out to both parents, but there can only be one application made for a child. Parents with shared parental responsibility must agree between themselves which schools to name on their child's application. If parents fail to agree on a joint application we may be unable to offer a school place.

### **What is a sibling?**

The definition of a sibling varies depending on the school that you are applying for. You must check the admission policy carefully to see if your child falls within the definition of sibling. You must still apply for a place even if you already have a child at the school.

### **Am I guaranteed to get a place at my local school?**

Your chance of getting into any school is subject to the admissions criteria, and whether the school is oversubscribed. If you wish your child to be considered for a place at your local school you must name it on your application.

### **My child is at infant school. How do I apply for them to transfer to a primary school at the start of year 3?**

If you want a primary school you need to name the school on your application.

### **My child is at primary school. How do I apply for them to transfer to a junior school at the start of year 3?**

You should apply through the normal infant to junior school application process.

### **What happens if I apply by phone?**

We will take your details and then send you an acknowledgement letter and receipt, which will have all the information you gave us. You need to check it but only contact us if there are any mistakes.

### **Can I change my preferences?**

You can change your preferences up until the closing date. If you wish to change your preferences after receiving your offer you should contact the Education Team on 01522 782030.

## FREQUENTLY ASKED QUESTIONS

If you have moved house and need to change your preferences please contact us. We would require evidence that the child is resident in the property and you have sold your old property.

### **My child has a Statement of Special Educational Needs or Education Health and Care Plan. What do I need to do?**

Your named officer will contact you, asking you to name your preferred school. Once a placement has been agreed this will be named on your final statement for secondary admission.

### **I'm moving one day after the closing date should I give my new address?**

No, you must give the address where you and your child are living when you apply. You can phone us for advice if you have any questions.

# APPLY ONLINE

for your child's school place



[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

Last year over 97% of applications were made online

## It's simple, fast and secure

- You can check or make changes right up to the deadline
- You can receive instant confirmation by email
- You will find out your offer quicker online than you will by post

**For further advice and information visit**

[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

**email:** [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

**or call:** 01522 782030