

Applying for Primary/Infant School – Academic Year 2023/24

Dear Parent/Carer

If your child was born between 01 September 2018 and 31 August 2019 they are due to start their first year of primary/infant school in the academic year 2023/24 and you will need to apply for a school place.

You can make your application using the link below and selecting “Apply for a September 2023 intake place in reception or at an Infant or Primary School”

You must only apply to us if you live in North Lincolnshire (NL), even if you want a school outside of North Lincolnshire. If you live somewhere else you must apply to your own council, but can still apply for a NL school through them.

[Apply for a school place in North Lincolnshire - North Lincolnshire Council \(northlincs.gov.uk\)](https://www.northlincs.gov.uk)

Making application

We understand that choosing a school for your child can be a very stressful time and we encourage all parents to read the [North Lincolnshire Schools Guide 2023/24](#)

The closing date for applications is 15th January 2023.

When you make your application for your child's school place you will be asked to list up to six schools that you would like your child to attend, these are known as preferences, and you should list them in rank order. Your first preference should be the school you want the most.

When deciding which schools to add to your application you should consider:

- The oversubscription criteria for your preferred school and whether the school was full in previous years.
- Which criteria your child will be placed in for each school
- How you will get your child to school

We have to process all applications under an equal preference system, this means that each preference is ranked against the school's oversubscription criteria, and this determines how places are allocated. Where we can offer your child a place at more than one school your child will be allocated to the school you have ranked the highest on your application.

Details of each school's oversubscription criteria can be found on the “[Our Schools](#)” page on the council website, this is also linked within the online application.

Children living in a school's catchment area are more likely to get a place, but this is not guaranteed. We would recommend that you name your catchment school as one of your six preferences so that your child does not miss out on a place at their local school, should we be unable to offer any of your higher preferences.

You can find your catchment school using the “[Maps and Data](#)” section on the council website, this is also linked within the online application.

Attending a School's Nursery Unit – Attending a school nursery unit does not automatically guarantee your child a place at that school. You must still apply for a school place.

Siblings - If your child has a sibling attending any of your preferred schools you must include them on your application.

Address - The address we use for allocation will be that of the 10th February 2023. For admission purposes, the address is where a child usually lives with their parent or carer.

You must not give the address of a childminder or relative.

Where a child lives with parents with shared responsibility, each for part of the week, the address taken will be that of the parent who claims the child benefit. If neither parent claims child benefit other documentary evidence may be required. If it is found that you have given a false address your child may lose their school place.

Parental Disputes - We can only accept one application for a child. We would encourage parents/carers with shared responsibility to agree their child's school preferences before an application is made.

If parents/carers cannot agree we may not be able to accept an application without legal documentation, such as a court order, stating which parent/carer has the right to choose the child's school place.

Home to School Transport - Normally, the Council will only provide transport if your child is attending their catchment or nearest school where the journey between home and school is more than 2 miles. There are exceptions for children from low-income groups where one of their 3 nearest qualifying schools from where they live is more than 2 but less than 6 miles from that school. Full details regarding home to school transport is available from the School Transport Team you can contact them on 01724 297000 or via email at School.Transport@northlincs.gov.uk

Private schools or alternative arrangements - You must apply directly to private or independent schools as they are responsible for their own admissions. If you are only seeking a place at a private or independent school or making alternative arrangements, please inform the admissions team as soon as possible.

Deferred Entry - Parents may defer their child's entry to school until they reach compulsory school age; the term after their fifth birthday, provided that the place is taken up within the same academic year. In exceptional circumstances parents may request their child is admitted outside their normal age group, further information on this is available in the [schools guide](#).

Notification of allocated place – If you apply online using the dedicated applications portal, and asked for an email, you will receive an email notifying you of the school allocated on the **17th April 2023**.

If you opt to receive a letter or do not apply using the admissions portal, notification of your school place will be **posted** out on the 17th April 2023 and may take several days to arrive.

Help and Advice - If you need any help or advice before making your application you can contact the admissions team on 01724 297133 or 01724 297134 or via email at admissionstoschool@northlincs.gov.uk

Save the Date – The School Readiness Event 6th May 2023 at The Baths Hall, Scunthorpe

Useful Information - We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of children. We may also check the information that you have provided with other information that the council hold and get information about you from (or provide information to) third parties to: Make sure the information is correct, prevent and detect crime, protect the public purse. Any processing of information will be done in accordance with the Data Protection Act 2018