

School Application Letter

November 2017

Children's Services  
County Offices  
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Lincoln  
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Dear Parent or Carer

### **SCHOOL ADMISSIONS IN SEPTEMBER 2018**

This letter is to tell you about how to apply for a school place for September 2018. 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. You no longer apply directly to schools. 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 should apply via your own 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.

We do not automatically provide an application form as in past years the vast majority of parents have applied using the online application system, which can be found on our website at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). We also accept phone applications. If you would like us to send you a paper application form please contact us. If you do not have a computer most libraries have free internet access or your local school may be able to help.

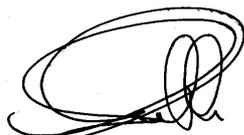
Our booklet 'Lincolnshire School Admissions Guide' is available online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). If you need your own hard copy please contact us and we will send you one. It is important to read the guide very carefully so that you 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 school 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. All schools will also have a reference copy of this document, but again you can also request a hard copy if you wish.

It is important that we receive your application by the closing date 15 January 2018.

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. 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

A handwritten signature in black ink, appearing to be 'S. Gamble', written in a cursive style.

**Steven Gamble**  
**School Admissions Manager**