

July 2018

Dear Parent or Carer

### **Transfer to secondary school in September 2019**

Next term your son or daughter will move into Year 6, which is an important year in terms of preparing them for the challenges and opportunities at their next school.

You will find that we begin sending you information about transferring to secondary school very soon after the start of term in September. We begin this process twelve months beforehand and I would like to outline briefly what will happen next term.

If you are a Lincolnshire resident, from 10 September 2018 we will send you a letter via your child's primary or junior school, which will include information about the transfer process, details of how to find out more information and how to apply for a school place online. Last year over 95% of parents applied online and the expectation is that most people will use the online system. You can however, also apply by phone or we can send you a paper application form if you wish. Our website can be found at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) and we will update it in August ready for the new admission round in September. It won't be quite ready if you look now. If you live outside of Lincolnshire your home Local Authority will send you information about how to apply through them.

You will be able to use our website to research schools through links to Ofsted and league tables as well as viewing our publications 'Lincolnshire School Admissions Guide' which provides essential information about the application process and 'Going to Secondary School in Lincolnshire', which has lots of useful information about admission numbers and school admission policies.

The closing date is 31 October 2018 and we strongly advise you to make sure we receive your application by this date. If you apply online you can log on and see the school you have been offered on 1 March 2019. If you apply on a paper form or by telephone then your offer letter will be posted by first class post on 1 March.

**If your child has an Education Health and Care Plan, 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 when you will have the opportunity to say which secondary school you would like your child to attend.**

Some schools give priority for medical or religious reasons and there are extra forms to fill in for this, but these are available from the schools themselves.

Your address plays a vital part in the way we allocate school places and it is important that your child's primary school has your correct address, as we obtain our information from the records held by them. If you have changed your address recently, please make sure the school are aware of your new address.

You will have six weeks to complete your application and send it back to us. Normally during this time the secondary schools will have their open evenings, although some have them earlier before the children break up for the summer holiday. Schools will usually advertise these on their website and in the local press. We encourage everyone to go along and visit the schools, ask questions and pick up a school prospectus. You can ask for a copy of the admission policy also while you are there.

If you think you might like to apply for your child to go to a grammar school you will need to arrange for them to sit the 11+ selection tests. If you have not already received any information from your child's primary school you should contact the grammar school direct. The results are posted out on 12 October, before our deadline of 31 October and this should help you decide whether to apply for a grammar school or not.

If your child is currently working outside of their date of birth cohort i.e. they have been held back a year or moved forward a year, please contact us for further advice on the phone number above or e-mail:- [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk).

Transferring schools can be a very anxious time for many parents but we will do all we can to provide clear information to help you. Although there are some schools in Lincolnshire with a lot more applications than places, for the last few years nearly 9 out of 10 parents across the county have been able to obtain a place at their first preference school without any problems and we see no reason why this should not continue.

The information we send you in September will include our details again if you need any help.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S. J.', written over a light blue grid background.

School Admissions