Lincolnshire School Admissions Guide 2026

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

Lincolnshire COUNTY COUNCIL
Working for a better future

Apply online at 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.

如果您在阅读本手册时遇到困难，请通过上面的电话号码与我们联系，了解我们如何提供帮助。

Jezeli masz problem z odcytaniem tej ulotki skontaktuj sie z +name uzywajac podanego numeru telefonu, zobaczymy jak mozemy ci pomoc.

Jei del kokiu nors priezasciu negalite perskaityti sio bukleto Prasome skambinti mums numeriu nurodytu virsuje.

Если у вас возникли проблемы с прочтением этой брошюры, свяжитесь с нами по указанному выше номеру телефона, чтобы узнать, как мы можем помочь.

Ja jums rodas problēmas lasīt šo brošūru, sazinieties ar mums pa tālruni, lai redzētu, kā mēs varam palīdzēt.

Se tiver problemas ao ler este livreto, entre em contato no número de telefone acima para ver como podemos ajudar.

Якщо у вас виникнуть проблеми з читанням цього буклету, зв’яжіться з нами за вказаним вище номером телефону, щоб дізнатися, як ми можемо допомогти.

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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

We have written this guide for parents applying to primary or infant school with children born between 1 September 2021 and 31 August 2022, applying for a junior school with children in year 2 or applying to a secondary school with children in year 6.

If you wish to apply to Lincoln University Technical College (UTC) for a place please contact them directly, www.lincolnutc.co.uk

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
- 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 may 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 contact the grammar school to arrange this. Taking the test is **not** an application; you must name the school as a preference.

How to apply for a school place
The best way to apply is online: www.lincolnshire.gov.uk/schooladmissions
You can make three preferences, and we will offer one school.

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.

You can request a paper form from the customer service centre, or you can make a telephone application by phoning 01522 782030.

SCHOOL ADMISSIONS DATES – TIMETABLE UP TO NATIONAL OFFER DAY

	Primary including infant to junior	Secondary
The application process starts and you can apply from	17 November 2025	8 September 2025
11+ results are sent out by the school on		10 October 2025
The national closing dates are	15 January 2026	31 October 2025
Applications received after these dates, will not be offered a place on national offer day, but will be offered a place in the 2nd round of allocations. No changes can be made to an application after this date to be taken into account for national offer day.	12 February 2026	12 December 2025

NATIONAL OFFER DAY

	Primary including infant to junior	Secondary
If you applied online your offer will be e-mailed on: If you applied by paper your offer will be posted on:	16 April 2026	2 March 2026

SCHOOL ADMISSIONS DATES – TIMETABLE AFTER NATIONAL OFFER DAY

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

	Primary including infant to junior	Secondary
If you wish to refuse the offer, please do so by	8 May 2026	13 March 2026
To be included in the 2nd round of allocations we must have received your changes, revised or late application by	16 May 2026	23 March 2026
Late and Revised applications will be processed **week commencing** You will be notified if a place can/cannot be offered, either by email if you applied online or by post if you made a telephone or paper application. **You will receive the outcome by the end of the week.**	25 May 2026	30 March 2026
Main allocation process ends, and all further applications are dealt with on at least a weekly basis after	1 June 2026	6 April 2026

We will continue to accept and process applications up to the end of August. From September the schools hold the reserve list.

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 ask the school you are interested in for details of their events. If you wish to arrange a visit to any primary or secondary school, please contact them directly.

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

We can provide information and answer any questions regarding any aspect of the school admissions process and how to apply online if you contact 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
If transport is an important factor, 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/school-college-transport

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 an Education, Health and Care Plan and you require further advice about the process, phone the Additional Needs Team on 01522 553332.

Liaise
Liaise provides information, advice and support to parents of children with Special Educational Needs and Disabilities (SEND). If you need their help, please contact them on 0800 195 1635. More information is available at www.lincolnshire.gov.uk/liaise.

Grammar Schools
The Lincolnshire consortium of grammar school's website provides information about grammar schools and the 11 plus test at www.grammarschools.lincs.sch.uk.

Department for Education
You can find the admissions code of practice and school performance tables at 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 or by phoning 0300 123 1231.

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

If your child has an Education, Health and Care Plan a new proposed plan 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 plan. This will ask you for any comments and is to be used by you to name the preferred school for your child.

A final 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 Education, Health and Care Plan will name the school where your child has been allocated a place.

You do need to apply for a place if your child already has an EHCP.

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.

Linked Infant and Junior Schools:
For entry into an infant school, a brother or sister at the linked junior school will usually be considered 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 usually a straightforward transfer to their local junior school, but an application needs to be made for the child. We have named these schools below. **You must still apply for this transfer.** We advise you to check the admissions policies for the schools to see if they give this priority.

Infant Schools	Junior Schools
Branston Infants	Branston Junior Academy
Gainsborough Hillcrest	Gainsborough White's Wood Lane
Holton-le-Clay Infants	Holton-le-Clay Junior School
Lincoln Bracebridge Infants	Lincoln Manor Leas Junior School

Lincoln Manor Leas Infants	Lincoln Manor Leas Junior School
Lincoln Mount Street Academy	Lincoln Westgate Academy
Lincoln St Faith's Infants	Lincoln St Faith & St Martin Junior
Lincoln St Peter in Eastgate Infant	Lincoln Westgate Academy
Lincoln The Lancaster	Lincoln Birchwood Junior
Lincoln Woodlands Infants	Lincoln Birchwood Junior
Louth Eastfield Infants	Louth Lacey Gardens Junior
Marshchapel Infants	Grainthorpe Junior School
Nettleham Infants	Nettleham Junior School
Skegness Infants	Skegness Juniors

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 ability of your child. These are sometimes known as secondary modern schools where the school operates in a grammar school area.

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.

Academies
Academies are publicly funded schools outside of local authority control. 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. You may only take the test once in the same year.

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. In some cases, the school may agree to adjust the testing arrangements. 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 e-mail/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. You can name the school as a preference even if your child has not taken the test yet.

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, you can name a grammar school as a preference, but it will not be possible to offer a place. If your child does not qualify and you wish to have the right of appeal, you must name the grammar 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 in the 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 to18 year-olds. They have university and employer sponsors and combine practical and academic studies.

Independent Schools
If you wish to apply for an independent school, you should do so directly to the school. You **cannot** name them on your application as the LA does not co-ordinate admissions to these schools.

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 the booklet gives all the deadlines in our process.

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 they 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, they 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 schools' oversubscription criteria and your first preference cannot offer a place.

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 three schools 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 named second and third preferences for those schools on their application.

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

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 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 form. 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 as we cannot enter the same school twice on our systems. 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 directly for a copy of this. It is important that you read the policies for the schools that you wish to apply to. Information is also available online at www.lincolnshire.gov.uk/schooladmissions.

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.

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 can request the relevant forms from the school.

If a school considers religion, faith or medical reasons, as part of its admission criteria, this will be published in the school's admission policy. 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.

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 using an electronic mapping system that meets government regulations.

In most cases, 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.

Most schools use straight line distance but some use driving distance. You will need to

check the policy of your preferred schools.

Accepting or refusing the offer
We will assume you wish to accept the school place offered. If you wish to refuse the offer, please do so by the date given above if possible, providing the reason why. 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 are only likely to accept the refusal of a school place offered, if you are moving away, or your child is going to an independent 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.

HOW TO REQUEST A PLACE OUTSIDE YOUR 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 Admissions Authority of the preferred schools will make the decision on the year group the child should go in to. These cases are often very complex so you should ask for more information by emailing outofcohortadmissions@lincolnshire.gov.uk as soon as possible.

HOME ADDRESS AND CHANGING ADDRESS

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, 12 February 2026
Infant to junior transfer – 12 noon, 12 February 2026
Secondary transfer – 12 noon, 12 December 2025

This is for Lincolnshire residents and Lincolnshire schools. If you live outside of Lincolnshire, or you have applied for schools outside of Lincolnshire, the deadline for accepting a change of address may be different. You should contact the relevant Local Authority for advice on their deadlines.

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, provided we have received proof of residency, such as council tax bill, utility bill or child benefit letter. **We do not accept a tenancy agreement, exchange of contracts or solicitor's letter.**

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, and you have notified us that you have moved, we will allow two weeks for you to send us proof of address.

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 to demonstrate a posting to accept an address in Lincolnshire in advance of a move.

If you are a member of the UK armed forces due to be posted into Lincolnshire or posted from other parts of the UK and intending to reside in Lincolnshire, or returning from overseas, we can deal with your application using your Lincolnshire address provided we have received an official letter declaring that a posting will occur. You will need to outline the address you will reside in, which may be a quartering address or a private address. We may ask you for evidence of this address. If you do not have a confirmed private address, we can use the unit address declared on the posting order. This also applies to Crown Servants returning from abroad. Please refer to important dates elsewhere in this guide.

If you do not have a posting order, you can still apply in advance of a move, but your current address will be used for the purposes of the school's oversubscription criteria.

The school admissions team will contact your preferred schools to ask them to consider whether they wish to offer a place even if they have reached their published admissions number. In each case the decision will be made by the admissions authority.

Email schooladmissions@lincolnshire.gov.uk for advice.

Living Overseas (non-UK Service Personnel or Crown Servant)
If your child lives outside the UK, and you are not a member of the UK service personnel (UK armed forces), or a Crown Servant, an application can be made, but your current address (even if overseas) will be used on the application.

Even if you own a property in Lincolnshire, you must not use that address on your application. You must use the address where your child currently lives, not the address you may be moving back to. Email schooladmissions@lincolnshire.gov.uk for advice.

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 was 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.

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 name 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 chid on a reserve list can receive an offer of a place, the school's number must fall below their published admission number.

If you have made a revised application, please ensure that you list all the schools that you want to be on the reserve list for. Please see the section later in this guide for more information.

REVISED APPLICATIONS

Where you would like to change your preferences for any reason you can put in another application, which we call a revised application. You will be able to do this after national offer day, and further details will be provided in your offer letter.

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.

You need to name any schools you wish to be considered for on the revised application. Your child will not remain on the reserve list for those schools who could not offer a place if you do not list them on your new application.

Parents most commonly submit 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.

A revised application can only be submitted after you have received 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. Further information about this will be provided at this time.

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

To request a paper appeal form you should phone the Education Team on 01522 782030 or contact:

School Admissions Team, County Offices, Newland, Lincoln, LN1 1YQ
admissionappeals@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.

There is more information regarding your right of appeal at
www.lincolnshire.gov.uk/schoolappeal

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

Special Educational Needs and Disability, 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 notify you of 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 if I do not apply on time?
If we do not receive your application by the deadline, you can still apply after national offer day, 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 process an application.

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 should 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?
We recommend you initially apply for a junior school through the normal process. Then, if you wish to apply for a primary school to start in Year 3, you can apply from 16 April 2026 by contacting us for a paper form by phoning the Education Team on 01522 782030.

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, for you to check.

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 can submit a revised application.

If you move address at any point during this process you must let us know.
If you want to change your school preferences after moving address, please contact us. We would require evidence that the child is resident in the property, and you have sold your old property, or it is no longer available to you.

My child has an 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 new or updated EHCP. You do not need to apply for a place in the way outlined in this guide.

I'm moving one day after the closing date. Should I let you know my new address?
Yes, you must let us know once you have moved. As you have moved after the closing date 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 application, so it shows as your resident address, provided we have received proof of residency. You can phone us for advice if you have any questions.

Child's Legal Name or Known as Name
On your application you must put your child's legal name. If your child is known by another name this cannot be used on your application. Once an offer of school has been made, you can contact the school to let them know you would like your child to be known as a different name. At any stage of the process, if your child's name has legally been changed by deed poll you need to notify us. We will request a copy of the document, so we can update your child's name.