

**For your action by 15 January 2016**

**Applying for a Primary place for your child for September 2016**

Dear Parent/ Carer

If you are the parent or carer of a child living in North Yorkshire who is eligible to **start primary school in September 2016** (i.e. a child born between 1 September 2011 and 31 August 2012 inclusive) or due to **transfer from infant to junior school** (i.e. a child born between 1 September 2008 and 31 August 2009), this letter will guide you through the procedure for applying for that school place. If you live outside North Yorkshire you will need to contact your home authority to obtain their information regarding school admissions.

All the information you need to apply for a primary school place is available at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions) including:

- the criteria used by the authority to allocate school places;
- arrangements for the admission of pupils to primary schools, including any social or medical reasons why your child should be given special consideration for allocation to a particular school;
- details of arrangements that apply to particular schools in your area;
- eligibility for home-to-school transport;
- **The online parent portal where you will be able to create an account and apply online for a school place, information to help you complete the online form will also be available.**

Do read all of the information on the school admissions and transport pages before completing the online common application form.

**Online applications** - you will need to create an account and you will receive a verification registration email, you will then be able to log back into your account to add your school preferences and other details. **Please think carefully before you submit your preferences as you will not be able to change them once you have submitted the form and the Authority has received it.** Once you have submitted your form you will receive another email acknowledging that we have received your common application form. **If you do not receive this confirmation please contact the team to let us know, the details are listed below.**

**Please note if you review or amend your preferences at any time before your form has been received by the authority you must remember to submit it.**

**Paper applications** - if you do not have internet access, you can request a copy of the information for parents regarding secondary school transfer and a paper copy of the common application form by contacting the Admissions, Transport and Welfare Team on **01609 533679**. When completing a paper common application form you will also need to fill in and send back the acknowledgement card. **If you have not had this returned to you within three weeks of sending us your application, please contact us.**

**You must submit either an online or a paper common application form no later than 15 January 2016.**

**Late applications** - any application received after this date will be considered late and will be dealt with after those received on time. This could affect the allocation of your child's school place, for more details see [www.northyorks.gov.uk/lateapplications](http://www.northyorks.gov.uk/lateapplications). If your form is submitted after 15 January 2016 please ensure that you provide reasons in writing why the application is late. Contact details below or email: [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

Confirmation of the school place allocated to your child will be sent to you on 18 April 2016. If you apply on line you will be notified by email on 18 April 2016 or you will be able to log back into your account and view the school place that has

been 'offered'. If you complete a paper application allocation letters will be sent out by second class post on the 18 April 2016 and these may take up to 3-5 days to arrive. **We are not able to advise anyone of their child's school place over the telephone.**

If we are unable to allocate a place at your preferred school, you will be entitled to an appeal in line with current legislation. Appeal forms are available on the website at [www.northyorks.gov.uk/admission\\_appeals](http://www.northyorks.gov.uk/admission_appeals) or by contacting the Admissions Team 01609 533679.

Should you need more information about individual schools before expressing your preference, a prospectus can be obtained direct from the school concerned. Please check the information on the website carefully as some schools require the completion of a **Supplementary Information Form (SIF)** to enable them to assess your application against the school's admission policy. Failure to submit a SIF will result in your application being considered after all other applications where a SIF has been submitted.

A form must be completed regardless of the type of school you are applying for (academy, community, aided, trust or foundation) or where it is. This will enable us to allocate a school place to your child in accordance with our agreed scheme for coordinating admissions.

If you want a place at a school in another Authorities area, you must list it on our common application form and we will liaise with that Authority.

We strongly recommend that you list the normal school for your home address as one of your preferences, in case the school you want cannot offer your child a place.

You should keep all correspondence you receive, including emails and acknowledgements, as you might need this should you want to appeal if we cannot give your child a place at the school you prefer.



Lisa Herdman  
Business Support Manager

**We encourage you to apply online to help us speed up the admission process and to benefit you in the following ways:**

- **it is quick, easy, and secure;**
- **it is available 24 hours a day, seven days a week, up to the closing date;**
- **you can view your application at any time before you submit it; and**
- **If you apply online, you will receive a verification email confirming your account and once your form has been submitted another email acknowledging receipt of your application by the LA.**
- **You can access the school admissions pages of our website in the convenience of home, work, internet cafés and North Yorkshire libraries.**

Admissions, Transport and Welfare Team, Business Support, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE email [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk) Tel 01609 533679