

FOR ACTION BY 15 JANUARY 2017

Applying for a primary school place for your child for September 2017

Dear Parent/ Carer

This information is for families living in North Yorkshire who have a child born between 1 September 2012 and 31 August 2013 who will be eligible to **start primary school in September 2017**

If you live outside North Yorkshire you will need to contact your home authority to obtain their information regarding school admissions.

The information you need to apply for a primary school place is available at 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 where there are exceptional 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.**

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

Important Note: please be aware even if you child is attending a nursery that is attached to a primary school you must still apply for a school place to start in Reception by the deadline of 15 January 2017.

Online applications - you will need to

- create an account (you will receive a verification registration email)
- log back into your account to add your school preferences and other details.
- submit your application (you will receive an email acknowledgement to confirm we have received your application)

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. Also think carefully before you submit your preferences as you will not be able to change them online once you have submitted your application. If you wish to make changes after you have submitted your application you will need to email us direct.

Paper applications - if you do not have internet access, you can request a copy of the information for parents and a paper copy of the common application form, contact details overleaf.

The deadline for applying for a school place is no later than 15 January 2017.

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 . If your form is submitted after 15 January please ensure that you provide reasons in writing why the application is late. Our contact details are shown overleaf or email: schooladmissions@northyorks.gov.uk

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.

You must complete a form 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.

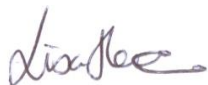
We strongly recommend that you list the normal school for your home address as one of your preferences, in case we are not able to allocate the school you prefer.

When will I find out which school has been allocated

If you apply on line you will be notified by email on 18 April 2017 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 18 April 2017 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 or by contacting the Admissions, Transport and Welfare Team 01609 533679.

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 and it is available 24 hours a day, seven days a week, up to the closing date;**
- **you can access all the information on school admissions and transport on our website in the convenience of home, work internet cafes and North Yorkshire libraries**
- **you can view your application at any time before you submit it and when you have fully completed your application and submitted it you will receive another email acknowledging receipt of your application**
- **you will be notified by email on National Offer Day 18th April**

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