

School Application Letter  
Parent/Carer of Pupils in Year 2

School Admissions Team  
County Offices  
Newland  
Lincoln  
LN1 1YQ  
Tel: (01522) 782030

November 2025

Dear Parent or Carer

**JUNIOR SCHOOL ADMISSIONS IN SEPTEMBER 2026 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2018 AND 31/08/2019**

This letter is to inform you about how to apply for a school place for September 2026. You can apply for a junior school from 17<sup>th</sup> November 2025 to 15<sup>th</sup> January 2026.

If you live in Lincolnshire you will make your application to Lincolnshire County Council, even if the schools you list on your application are in another area. If you live outside of Lincolnshire must apply through your own home Local Authority but can list schools in Lincolnshire.

The easiest way to apply is online at <https://www.lincolnshire.gov.uk/school-admissions/apply-school/2>. Applications can be made online using most mobile devices. Libraries also often have computers with free internet access. You may also apply via telephone or a paper form if you do not have access to the internet. If you would like to apply in either of these two ways please call 01522 782030.

The Lincolnshire County Council website contains information which you should read prior to making an application. There is a guide on the website called "Going to school in Lincolnshire" which details how we will process your application. You can view this at <https://www.lincolnshire.gov.uk/school-admissions/going-school-lincolnshire-guide>. You can also find information on the schools in your area and their oversubscription criteria at <https://www.lincolnshire.gov.uk/directory/31/find-a-school>.

**Additional information**

- It is important that we receive your application by the closing date 15th January 2026. If you apply after this date we cannot guarantee that your application will be considered along with all others for the national offer date of 16th April 2026.
- If your child has an Education, Health and Care Plan (EHCP), you do not need to apply for a junior school place using this process. You will be contacted by your caseworker in the autumn term regarding the process you need to follow. If your child is currently being assessed for an EHCP, you should still apply for a place via the process outlined in this letter.
- You can apply for up to three schools. We will only offer you one school, but the preference order is used by the admissions team to decide which school to offer if more than one school can offer a place. You are no less likely to receive an offer at

your first choice school if you have listed other preferences, and schools are not aware of your preference order when deciding which places to offer. Places are offered on the basis of each school's oversubscription criteria only, which can be found at <https://www.lincolnshire.gov.uk/directory/31/find-a-school> or on the school's website.

- For children who are currently attending an infant school, the vast majority of people will apply to the feeder junior school. However, if you wish to apply for a primary school to start in September 2026 you can make an 'in-year' application from April 2026 after the national offer date of 16<sup>th</sup> April 2026. However, please be aware that the primary school(s) may not have places available and therefore we do recommend you apply for a junior school between November and January in the first instance.
- If your child currently attends a primary school but you wish to apply for a junior school place in Year 3 for September 2026, you can also apply from 17<sup>th</sup> November 2025.
- Some schools prioritise children based on whether that school is the child's nearest school. If you are unsure which school is your nearest one you can email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) or find this on our website at <https://www.lincolnshire.gov.uk/find-nearest-school>.
- Please ensure we have your correct address when making your application. You must apply using the address where you and your child are living at the time of the application; using any other address might be considered "misleading" and could lead to an offered place being withdrawn. If your family circumstances mean that you are unsure which address to use, please email the School Admissions Team for advice. 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.

### **How to apply online**

To make an application online you need to make an account on the Parent Portal if you do not already have one. To access the Parent Portal there is an orange button at the bottom of the 'Apply for a school' page which will take you directly to it.

You can get assistance if you need it by

- Calling the Education Team on 01522 782030. This number can be used for help with making an application online, to make a telephone application or to answer any queries you may have
- Emailing the School Admissions Team [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)
- Asking at your local school for support.

Please do get in touch if you require any assistance.

Yours sincerely

**School Admissions Team**