School Admissions
Lincolnshire County Council
County Offices
Newland
Lincoln LN1 1YL

01522 782030
schooladmissions@lincolnshire.gov.uk

Ref: Primary School Admissions for September 2027
Date: November 2026

Dear Parent or Carer

PRIMARY SCHOOL ADMISSIONS FOR SEPTEMBER 2027 – CHILDREN BORN BETWEEN THE DATES OF 01/09/2022 AND 31/08/2023

This letter is to inform you about how to apply for a school place for September 2027. You can apply for a primary or infant school from 16th November 2026 to 15th January 2027.

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 you must apply through your home Local Authority but you can list schools in Lincolnshire. You must apply for a primary or infant school place even if your child already attends their nursery or pre-school.

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 this way 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.

Normally during the application period schools have their open days/evenings and usually advertise these on their website, through local nurseries and playgroups and in the local

press. We would encourage you to attend these to see the schools, ask questions and you can ask for a copy of the school's admission policy when you are there.

Additional information

- It is important that we receive your application by the closing date of 15th January 2027. 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 2027.

- If your child has an Education, Health and Care Plan (EHCP), you do not need to apply for a primary 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, we recommend you should still apply for a place via the process outlined in this letter.

- You can apply for up to four schools and we would recommend that you do list four schools in the priority order that you would like to be offered. 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 own website.

- Some schools prioritise children based on whether that school is the child's nearest. If you are unsure which school is your nearest you can email 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.

- If you plan to 'home educate' your child, please e-mail EHE@lincolnshire.gov.uk to inform them of your intention, making sure to include your child's full name and date of birth.

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 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 at 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