

Dear Parent/ Carer

This information is for families living in North Yorkshire who have a child born between 1 September 2007 and 31 August 2008 who is due to transfer from primary to secondary school in September 2019.

Families living outside North Yorkshire will need to contact their own home Authority to obtain the information regarding school admissions and to make an application to the Authority where they live

**You can start to apply for a secondary school place for your child from 12 September 2018 and you must submit your application by 31 October 2018**

All the information on how to apply 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 secondary schools, including where there are exceptional social or medical reasons why your child should be given 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.

**It is important that you read all of the information on the school admissions and transport pages before completing the online Common Application Form (CAF).**

**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. When you have submitted your application you will receive an email acknowledgement to confirm that the Authority has received your CAF. Please contact us if you do not receive an acknowledgement.

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 complete a 'changes to submitted school application form'. This available online at [Filling in the common application form | North Yorkshire County Council](#) section or you can request a paper copy of the form and return this direct to us. (Contact details overleaf).**

**Paper CAF's** - if you do not have internet access, you can request a copy of the information for parents and a paper copy of the application, contact details overleaf.

**The deadline for receiving an application is 31 October 2018. After this date your CAF will be treated as a 'Late Application'.**

**Late applications** - any CAF received after the 31 October 2018 will be considered late unless you provide a genuine reason. Late applications are dealt with after those received on time and 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). Reasons for a late application need to be put in writing via email see contact details overleaf.

**National Offer Day** - Confirmation of the school place allocated to your child will be sent to you on 1 March 2019. If you applied online you will receive a notification by email and you will also be able to log back into your account to view the school place that has been 'offered'. If you completed a paper application, allocation letters will be sent out by second class post on 1 March 2019 and these may take up to 3-5 days to arrive. Please note: 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 on 01609 533679.

Should you need more information about individual schools before completing a CAF, a prospectus can be obtained direct from the school concerned. Please check the information on the website carefully as some denominational schools and Academy 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 provided. A SIF is not an application for a school place and you will still need to apply via the Local Authority.

You must complete a CAF 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 coordinated admissions.

If you want to apply for a place at a school in another Authority's area, you must list this on the NYCC common application form and we will liaise with that Authority in accordance with the admissions coordination scheme.

We strongly recommend that you list the catchment school(s) for your home address as one of your preferences, in case your preferred school is oversubscribed and we are not able to offer your child a place. If you do not list your catchment school (s) you may be allocated a school some distance from your home and you may be responsible for transport arrangements and costs.

You should keep all correspondence you receive, including emails and acknowledgements, as you might need these should you wish to appeal if we are not able to allocate your child a place at your preferred school.

Yours sincerely

*Lisa Herdman*

Lisa Herdman  
Business Support Manager

**We encourage you to apply online to benefit you in the following ways:**

- **it is quick, easy, and secure and it is available 24 hours**
- **you can access all the information on school admissions and transport on our website in the convenience of home, work, internet cafés and North Yorkshire libraries**
- **you can view your application at any time before you review and submit it**
- **once submitted you will receive an email confirming receipt of your application**
- **you will be notified by email on National Offer Day on 1 March 2019**

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