

Lincolnshire School Admissions Guide

2027

**This guide relates to starting
school in reception,
transferring to junior school
and transferring to secondary
school.**

Lincolnshire County Council Education Team 01522 782030

If you have problems reading this booklet, contact us on the phone number above to see how we can help.

如果您在阅读本手册时遇到困难，请通过上面的电话号码与我们联系，了解我们如何提供帮助。

Jezeli masz problem z odcytaniem tej ulotki skontaktuj sie z +name uzywajac podanego numeru telefonu, zobaczmy jak mozemy ci pomoc.

Jei del koku nors priezasciu negalite perskaityti sio buklete Prasome skambinti mums numeriu nurodytu virsuje.

Если у вас возникли проблемы с прочтением этой брошюры, свяжитесь с нами по указанному выше номеру телефона, чтобы узнать, как мы можем помочь.

Ja jums rodas problēmas lasīt šo brošūru, sazinieties ar mums pa tālruni, lai redzētu, kā mēs varam palīdzēt.

Se tiver problemas ao ler este livreto, entre em contato no número de telefone acima para ver como podemos ajudar.

Якщо у вас виникнуть проблеми з читанням цього буклету, зв'яжіться з нами за вказаним вище номером телефону, щоб дізнатися, як ми можемо допомогти.

Table of contents

Important Information.....	3
School Admission Dates.....	4
Who to Contact for Information.....	5
Education, Health and Care Plans.....	6
Types of Schools in Lincolnshire.....	6
Factors to Consider When Applying.....	8
Out of Cohort Education Requests.....	10
Home Address and House Moves.....	10
Reserve Lists.....	12
Revised Applications.....	13
Appeals.....	13
Frequently Asked Questions.....	14

Important Information

We have written this guide for parents applying to primary or infant school with children born between 1 September 2022 and 31 August 2023, applying for a junior school with children in year 2 or applying to a secondary school with children in year 6. This guide will help you by providing information on the process and how to apply online.

If you wish to apply to Lincoln University Technical College (UTC) for a place please contact them directly, www.lincolnutc.co.uk

Before completing your online application there are a few things you may wish to consider:

- Find out which schools are in your local area there may be more than you realise. More information on Lincolnshire schools can be found at: www.lincolnshire.gov.uk/schooladmissions
- Visit the schools that you are considering.
- If you are applying for a grammar school, your child will need to sit the 11+ test, please contact the grammar school to arrange this. Taking the test or achieving the qualifying standard on the test does **not** count as an application for a school place; you must name the school as a preference on your school application form.

How to apply for a school place

The best way to apply is online: www.lincolnshire.gov.uk/schooladmissions

You can make four preferences and will be offered a place at one school.

You can request a paper form from the Customer Service Centre, or you can make a telephone application by phoning 01522 782030.

Important dates

Timetable up to National Offer Day

	Primary including infant to junior	Secondary
The application process starts and you can apply from:	16 November 2026	7 September 2026
11+ results are sent out by the school on:		09 October 2026
The national closing dates are:	15 January 2027	31 October 2026
Applications received after these dates, will not be offered a place on National Offer Day, but will be offered a place in the second round of allocations.	12 February 2027	14 December 2026

National Offer Day

	Primary including infant to junior	Secondary
If you applied online/completed a paper application your offer will be emailed/posted on:	16 April 2027	1 March 2027

Timetable after National Offer Day

	Primary including infant to junior	Secondary
If you wish to refuse the offer, please do so by:	3 May 2027	12 March 2027
To be included in the second round of allocations we must have received your revised or late application by:	14 May 2027	22 March 2027
Late and revised applications will be processed during the week commencing: You will be notified whether a place can be offered by email if you applied online, or by post if you submitted a telephone or paper application. You will receive the outcome by the end of the week.	24 May 2027	29 March 2027

Who to contact for information?

The following people will be able to provide you with information to help you make an informed decision.

Schools

Many schools arrange open events for parents and children. If you wish to arrange a visit to any primary or secondary school, please contact the school directly.

School Admissions Team

We are part of Lincolnshire County Council and are responsible for processing your child's school application.

We can provide information and guidance on all aspects of the school admissions process, including how to apply online. If you have any questions, please contact us by phone or email.

Transport Team

If transport is an important factor, this team can help with any questions regarding home to school transport. Please contact them on 01522 782020 or use their webpage at www.lincolnshire.gov.uk/school-college-transport

Ethnic Minority and Traveller Education Team

If you are experiencing difficulties with your child's school admission application because of a language barrier, support may be available to help you through the process. Please contact the service on emtet@lincolnshire.gov.uk, and they will do their best to assist you.

Special Educational Needs

If your child has an Education, Health and Care Plan and you require further advice about the process, phone the SEND Team on 01522 553332.

Liaise

Liaise provides information, advice and support to parents of children with Special Educational Needs and Disabilities (SEND). If you need their help, please contact them on 0800 195 1635. More information is available at www.lincolnshire.gov.uk/liaise

Grammar Schools

The Lincolnshire consortium of grammar school's website provides information about grammar schools and the 11 plus test at www.grammarschools.lincs.sch.uk

Department for Education

You can find the admissions code of practice and school performance tables at www.education.gov.uk or by phoning 0370 000 2288.

Office for Standards in Education (Ofsted)

You can find inspection reports for individual schools at www.ofsted.gov.uk or by phoning 0300 123 1231.

Education, Health and Care Plans

You do not need to complete an application form for a school place if your child has an Education, Health and Care Plan. If you are unsure whether your child has an Education, Health and Care Plan you can check with your child's school, or by telephoning 01522 553332.

If your child has an Education, Health and Care (EHC) Plan, a proposed amended plan will be issued before they start school for the first time, transfer from an infant to a junior school, or move to secondary school. Along with the proposed plan, you will receive a form inviting you to provide comments and to express a preference for the school you would like your child to attend.

Before September of the year in which your child is due to start school or transfer to another phase of education, you will be issued with a final EHC Plan. This final plan will name the school at which your child has been allocated a place.

You do need to apply for a place if your child already has an EHCP.

Types of schools in Lincolnshire

Primary Schools

Primary schools admit children from Reception (age 4) through to Year 6 (age 11).

Infant Schools

Infant schools admit children from Reception (age 4) to Year 2 (age 7). At the end of Year 2, pupils usually transfer to their linked junior school to continue their primary education.

Junior Schools

Junior schools admit children from Year 3 (age 7) to Year 6 (age 11).

Linked Infant and Junior Schools:

For entry into an infant school, a brother or sister at the linked junior school will usually be considered but you must check the school's policy to be sure of the details. **Please ensure that the sibling is named on the application form.**

Lincoln The Lancaster School is an exception, as the school's admissions policy takes no account of siblings at Birchwood Junior School.

For children attending an infant school, transfer to the linked junior school is usually straightforward. However, **you must still submit an application** for a junior school place. The linked infant and junior schools are listed below.

We recommend checking the school's admissions policy to confirm whether priority is given to children transferring from the linked infant school.

Infant Schools	Junior Schools
Branston Infants	Branston Junior Academy
Gainsborough Hillcrest	Gainsborough White's Wood Lane

Holton-le-Clay Infants	Holton-le-Clay Junior School
Lincoln Bracebridge Infants	Lincoln Manor Leas Junior School
Lincoln Manor Leas Infants	Lincoln Manor Leas Junior School
Lincoln Mount Street Academy	Lincoln Westgate Academy
Lincoln St Faith's Infants	Lincoln St Faith & St Martin Junior
Lincoln St Peter in Eastgate Infant	Lincoln Westgate Academy
Lincoln The Lancaster	Lincoln Birchwood Junior
Lincoln Woodlands Infants	Lincoln Birchwood Junior
Louth Eastfield Infants	Louth Lacey Gardens Junior
Marshchapel Infants	Grainthorpe Junior School
Nettleham Infants	Nettleham Junior School
Skegness Infants	Skegness Juniors

Secondary Schools

Secondary schools belong to one of these three categories. **Comprehensive** and **secondary modern** schools are all ability schools. Some of these schools may select up to 10% of their pupils based on aptitude for their specialist subject. For entry into a **grammar** school, your child must meet the required standard in the 11+ selection tests.

Grammar Schools

Grammar schools aim to admit children with the highest academic ability, with approximately the top 25% of pupils in Lincolnshire achieving the qualifying standard. Your child must achieve the required qualifying standard in the tests. A child may only sit the 11+ tests once per academic year.

You may wish to discuss whether a grammar school education is suitable for your child with their primary school. If your child has special educational needs, a disability, or English is not their first language, you should contact the grammar school before the tests are taken as in some circumstances, the school may be able to make appropriate adjustments to the testing arrangements.

If your child is unwell or there are other circumstances that may affect their performance, you must inform the grammar school before the test takes place. This is important, as children may only take the test once for entry to Year 7.

To arrange for your child to sit the 11+ tests, please contact your preferred grammar school. If your child takes the test at a different grammar school from the one you intend to apply for, you should inform your preferred school where the test was taken.

The grammar school will send the 11+ test results directly to your home address, either by email or post. This allows sufficient time for you to submit your school application before the closing date.

If you move home or your child misses the scheduled test date, you should contact the grammar school as soon as possible to arrange an alternative testing date if you still wish to apply for a grammar school place. You can include a grammar school as a preference on your application even if your child has not yet taken the test.

Taking the 11+ tests or achieving the qualifying standard on the test does not count as an application for a school place. You must still include the grammar school as one of your preferences on your school application form. Achieving the qualifying standard does not guarantee admission, as there may be more qualified applicants than places available.

If your child does not achieve the qualifying standard, you may still name a grammar school as a preference; however, it will not result in the offer of a school place. However, if you wish to retain the right of appeal, you must include the grammar school as one of your preferences on your application. We recommend that you also include your preferred non-selective school as a higher preference.

Any appeal process will begin only after you have received the outcome of your school application. Further information can be found in the sections of this booklet covering parental preference and admission appeals.

University Technical Colleges (UTCs)

Lincoln UTC is a technical college for 14 to 18 year-olds. They have university and employer sponsors and combine practical and academic studies.

Independent Schools

If you wish to apply for an independent school, you should do so directly to the school. You are unable to name an independent school on your school application form as the Local Authority does not co-ordinate admissions to these schools.

Factors to consider when applying

Parental Preference

It is important to rank your preferred schools in the order you would most like them to be offered.

Schools consider all applications equally, regardless of whether they have been named as a first, second, third or fourth preference. Schools do not know the order in which you have ranked them. Instead, each school applies its published admissions policy, taking into account factors such as siblings, faith, distance from the school, and, where applicable, ability or aptitude.

This means that naming a school as a lower preference will not disadvantage your child. For example, it is possible for a child who has named a school as their second preference to be offered a place ahead of a child who has named the same school as their first preference, if the first child has a higher priority under the school's oversubscription criteria and cannot be offered a place at their higher-ranked preference.

Your order of preference remains very important. If more than one school can offer your child a place, we must allocate the school you have ranked highest on your application. We strongly recommend that you use all four preferences available. If you name only one school and that school is unable to offer a place, your child may be allocated a school later in

the admissions process, after consideration has been given to children whose applications include other schools as lower preferences.

In these circumstances, we will allocate your child a place at the nearest non-selective Lincolnshire school with available places. This may not be your local school if it is full, and your child may need to travel further to attend a school with a place available.

Under Lincolnshire County Council's coordinated admissions scheme, parents can express up to four preferences in rank order. Preferences may be for schools within Lincolnshire or in another local authority area. As admission arrangements vary between local authorities, parents who live outside Lincolnshire should be aware that Lincolnshire County Council will accept no more than four preferences for Lincolnshire schools.

Admissions Policies

Schools have admissions policies in order to identify which children have priority for places if there are more applicants than there are places available.

You can find each school's admission policy on their website, or you can contact them directly for a copy of this. It is important that you read the policies for the schools that you wish to apply to. Information is also available online at www.lincolnshire.gov.uk/schooladmissions.

Oversubscribed Schools

Some schools may receive more applications than there are places available. This means they cannot offer places to all children who have applied.

Religion, Faith and Medical Forms

If you would like to ask a school to consider your child's application based on religion, faith or a medical condition, you can request the relevant forms from the school.

If a school considers religion, faith or medical reasons, as part of its admission criteria, this will be published in the school's admission policy. It is important that you read their policy as they may ask for additional evidence, for example, a copy of the baptism certificate or a doctor's letter.

Measurements

In almost all admissions policies the distance from your home to the school is an important factor. You must check each school's admissions policy to find the details of how they measure distance. Most Lincolnshire schools use measurements using an electronic mapping system that meets government regulations.

In most cases, we measure from the post office address point of your home to the post office address point of the school. This is not the same as measurements produced by online mapping tools, satnavs or car odometers.

We measure to three decimal places e.g. 1.256 miles. School admissions policies must state what happens where there is a tie between 2 or more applicants for the last available place.

Most schools use straight line distance but some use driving distance. You will need to check the admission policy of your preferred schools.

Accepting or refusing the offer

We will assume you wish to accept the school place offered. If you wish to refuse the offer, please do so by the date given above if possible, providing the reason why. If you refuse the place offered hoping to gain a place at another school, your child may be left without a school place. Many schools will be full, and it is not always possible for them to take extra pupils. We are only likely to accept the refusal of a school place offered, if you are moving away, or your child is going to an independent school, or have registered for elective home education.

Out of cohort education requests

Parents can request a place outside their child's normal age group when applying for a school place. The admission authority for each preferred school will consider the request and decide which year group is appropriate for the child.

These cases can be complex and often require detailed consideration of the child's individual circumstances. If you are considering making an out of cohort request, we recommend seeking further advice as early as possible by emailing outofcohortadmissions@lincolnshire.gov.uk.

Home address and house moves

For school admissions purposes, we will use the address at which your child ordinarily resides for the majority of the school term. The only exception to this rule is for children of UK service personnel and other crown servants.

If you are moving house, we can only consider your new address for admissions purposes if your child is living there by the deadline shown below and we have received acceptable proof of residency. We will not take account of an intention to move nor a proposed or future address.

Starting reception	–	12 noon, 12 February 2027
Infant to junior transfer	–	12 noon, 12 February 2027
Secondary transfer	–	12 noon, 14 December 2026

If you live outside of Lincolnshire, or you have applied for schools outside of Lincolnshire, the deadline for accepting a change of address may be different. You should contact the relevant Local Authority for advice on their deadlines.

If you and your child move into your new address after these dates, we will record the address on your child's application for correspondence purposes only. Once National Offer Day has passed, we will update your child's home address on the application and take it into account from that point onwards, provided you have supplied acceptable proof of residency, such as a council tax bill, utility bill, or Child Benefit letter.

Please note that we do not accept a tenancy agreement, exchange of contracts, or a solicitor's letter as proof of residency.

You must not use an address you are soon to move to, or a relative's address, as we will regard this as a fraudulent application.

When you notify us of a change of address, we will write to you explaining which documents are required to confirm that you and your child are living at the new address and the date you moved in.

In some cases, we may ask for additional evidence or further information about your circumstances. This helps us ensure that school places are allocated fairly, consistently and transparently. There may be occasions when we are unable to accept a claimed address for admissions purposes. If this happens, we will write to you to explain the reasons for our decision.

If you move into your new address shortly before the relevant deadline and have notified us of the move, we will allow up to two weeks for you to provide the required proof of residency.

UK Service Personnel (UK Armed Forces) and Other Crown Servants

Lincolnshire County Council supports the Government's commitment to removing disadvantage for service children. However, in order to be able to do this, and comply with Government school admissions regulations, we will need supporting documentation to demonstrate a posting in order to accept an address in Lincolnshire in advance of a move.

If you are a member of the UK armed forces due to be posted into Lincolnshire or posted from other parts of the UK and intending to reside in Lincolnshire, or returning from overseas, we can deal with your application using your Lincolnshire address provided we have received an official letter declaring that a posting will occur. You will need to outline the address you will reside in, which may be a quartering address or a private address. We may ask you for evidence of this address. If you do not have a confirmed private address, we can use the unit address declared on the posting order. This also applies to Crown Servants returning from abroad.

If you do not have a posting order, you can still apply in advance of a move, but your current address will be used for the purposes of the school's oversubscription criteria.

The school admissions team will contact your preferred schools to ask them to consider whether they wish to offer a place even if they have reached their published admissions number. In each case the decision will be made by the admissions authority.

Please email schooladmissions@lincolnshire.gov.uk for more information.

Living Overseas (non-UK Service Personnel or Crown Servant)

If your child lives outside the UK, and you are not a member of the UK service personnel (UK armed forces), or a Crown Servant, an application can be made, but your current address (even if overseas) will be used on the application.

Even if you own a property in Lincolnshire, you must not use that address on your application. You must use the address where your child currently lives, not the address you may be moving to. Please email schooladmissions@lincolnshire.gov.uk for more information.

Northern Ireland, Scotland and Wales

If you live in Northern Ireland, Scotland or Wales you will be able to apply on a Lincolnshire application. This is because these countries are part of the United Kingdom, but do not co-ordinate their school admissions in the same way as we do in England. You will need to state your current address on the application form.

Fraudulent Applications

The Local Authority, foundation schools, voluntary aided schools and academies have the right to investigate any concerns they may have about your application.

If there is evidence that you have made a fraudulent claim within your school application form, or provided misleading information, government regulations allow for the withdrawal of the offer of a place even after the child has started at the school. We reserve the right to check any address where the circumstances are not straightforward.

We may also withdraw the offer of a school place if information is deliberately withheld.

Examples of cases that will be fully investigated and applications possibly withdrawn:-

- Renting or buying a property close to a popular school but retaining another property.
- Living with a relative but retaining another property.
- Renting or buying a property close to a popular school, being offered that school and then moving home again prior to school starting in September.

Reserve list

If your child is offered a place at a school that was not your highest preference, they will automatically be added to the reserve list for any schools that you ranked higher on your application. Reserve lists are established from the date school place offers are made.

For grammar schools, your child can only be included on the reserve list if they have achieved the qualifying standard in the 11+ tests and the grammar school was ranked higher on your application than the school that has been offered.

If a place becomes available at a school, it will be offered to the child at the top of the reserve list. The order of children on the reserve list is determined by the oversubscription criteria set out in the school's admissions policy.

Please be aware that your child's position on the reserve list may change if other children with a higher priority under the admissions policy apply for a place or move into the area.

If a parent submits an admission appeal and the appeal is upheld, the school are required to admit the child even if doing so takes the number of pupils above the school's Published Admission Number (PAN). In these circumstances, a place cannot be offered to the child at the top of the reserve list until the number of pupils in the year group falls below the school's PAN.

Revised applications

If you wish to amend the preferences named on your school application form, you may submit a revised application. You will be able to do this after National Offer Day, and further information on how to do this will be provided in your offer letter.

If a school named on a revised application is able to offer a place, we will automatically withdraw your original offer and allocate the place to another child.

You need to name any schools you wish to be considered for on the revised application. Your child will not remain on the reserve list for those schools who could not offer a place if you do not list them on your revised application.

A revised application can only be submitted after you have received an offer of a school place.

If you wish to appeal for any school, you must have named the school on your application form. Once the school has refused a place, you then have the right to submit an admission appeal.

School admission appeals

You have a right to appeal against a decision not to offer your child a place. These appeals are independent of the Local Authority, the school and its governors. The offer sent to you tells you whether a school that has refused a place for your child is a community, voluntary controlled, voluntary aided, foundation school or an academy.

Once you have received your offer you may wish to appeal. Further information about this will be provided on your offer letter.

The timetable for hearing appeals for community and voluntary controlled schools will be available on our website from 28 February. Other schools will also post their timetable by this date.

To request a paper appeal form you should phone the Education Team on 01522 782030.

For more information on admission appeals, please visit:

www.lincolnshire.gov.uk/schoolappeal

Education, Health and Care Plans

The appeal process for a child with an Education, Health and Care Plan is different. Any appeal against a decision not to offer your child a place must be heard by the First Tier Tribunal (Special Educational Needs and Disability). You can find out more about this by phoning:

Special Educational Needs and Disability, County Offices, Newland, Lincoln, LN1 1YQ
Tel: 01522 553332

Frequently asked questions

What if I do not have internet access?

Your local library may provide free internet access. Also, schools and nurseries may be able to support you, please contact them directly to ask if they provide this service.

Alternatively, you can make a telephone application or contact us for a paper form by phoning The Education Team on 01522 782030.

What if I live in Lincolnshire but would like my child to go to a school in a different county?

You can name any school on your Lincolnshire application except Independent and Special schools. The School Admissions Team will pass on the details of your application to the other Local Authority who will then inform us if a place is available.

Please be aware that you may be responsible for any transport arrangements and costs.

If I live in a different county, can I apply for a place for my child in a Lincolnshire school?

You should name the Lincolnshire school on your own Local Authority's application form.

Your own Local Authority will forward your application to us and we will notify your authority if a preferred school can offer a place. Your own Local Authority will notify you of an offer of a school place.

My child attends nursery at the school, will they automatically transfer into reception?

If your child already attends nursery class, or school on a part time basis, this does not automatically guarantee a place for your child in reception. You must still apply for a reception place and applications will be ranked in accordance with the schools oversubscription criteria.

What if I do not apply on time?

If we do not receive your application by the deadline, you can still apply for a school place, after National Offer Day, at any time up until the end of August. We have given the timetable in the section 'School Admissions Dates – Timetable'.

Parents living apart

On request, information regarding the application process can be sent out to both parents, but there can only be one application made for a child. Parents with shared parental responsibility must agree between themselves which schools to name on their child's application. If parents fail to agree on a joint application, we may be unable to process an application without a court order specifying which schools must be applied for.

What is a sibling?

The definition of a sibling varies depending on the school that you are applying for. You must check the admission policy carefully to see if your child falls within the definition of sibling. You must still apply for a place even if you already have a child at the school.

Am I guaranteed to get a place at my local school?

Your chance of getting into any school is subject to the admissions criteria, and whether the school is oversubscribed. If you wish your child to be considered for a place at your local school you should name it on your application.

My child is at infant school. How do I apply for them to transfer to a primary school at the start of year 3?

We recommend you initially apply for a junior school through the normal process. Then, if you wish to apply for a primary school to start in Year 3, you can apply from 16 April 2027 by contacting us for a paper form by phoning the Education Team on 01522 782030.

My child is at primary school. How do I apply for them to transfer to a junior school at the start of year 3?

You should apply through the normal infant to junior school application process.

What happens if I apply by phone?

We will take your details and then send you an acknowledgement letter and receipt, for you to check.

Can I change my preferences?

You can change your preferences up until the closing date. If you wish to change your preferences after receiving your offer you can submit a revised application.

If you move address at any point during this process, you must let us know.

If you wish to change your school preferences after moving address, please contact us. We would require evidence that the child is resident in the property, and you have sold your old property, or it is no longer available to you.

My child has an Education, Health and Care Plan. What do I need to do?

Your named officer will contact you, asking you to name your preferred school. Once a placement has been agreed this will be named on your new or updated EHCP. You do not need to apply for a place in the way outlined in this guide.

I'm moving after the closing date. Should I let you know my new address?

Yes, you must let us know once you have moved. As you have moved after the closing date we will add the address to your child's application for correspondence purposes only. When National Offer Day has passed, we will then update your child's application, so it shows as the child's new resident address, provided we have received proof of residency. You are welcome to phone us for advice if you have any questions.

Child's legal name or known as name

On your application you must put your child's legal name. If your child is known by another name this cannot be used on your application. Once an offer of school has been made, you can contact the school to let them know you would like your child to be known as a different name. At any stage of the process, if your child's name has legally been changed by deed poll you need to notify us. We will request a copy of the document, so we can update your child's name.