



School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, DN35 7LN



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[www.nelincs.gov.uk](http://www.nelincs.gov.uk)



7<sup>th</sup> September 2020

To all Headteachers / Principals of Junior / Primary schools in North East Lincolnshire

Dear Headteacher / Principal

### **Transfer of pupils from primary to secondary schools – September 2021**

The process for transferring all year 6 pupils from primary to secondary schools commences on 7<sup>th</sup> September 2020 with a closing date of 31<sup>st</sup> October 2020.

With the current situation regarding the pandemic we have had to change the usual way of distributing material, regarding this admissions process, to parent/carers. We are therefore asking you, for this year only, to print off the enclosed letter and issue to all year 6 pupils; and/or place the letter on your school website and refer all your year 6 pupils to it. If you are printing the letters can we ask that any pupils who are not in school due to absence can we ask that you post the letter to their home address.

In addition, could I ask that the enclosed open evening letter be placed on your website for your year 6 pupils as several them have changed since publication in June 2020.

The local authority is encouraging parents/carers to apply online and details on how to do this are provided in the parent/carer letter. If, however parent/carers wish to apply via a paper application form and request one from you, I enclose a CAF for you to print off and issue as and when requested.

We are asking parents who apply on a paper form to return it direct to school admissions, however, if any paper CAFs are returned to you, we would be grateful if you could forward a copy, via Moveit, to [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) as and when received, keeping a copy for your records until it is confirmed that they have been received.

**If you are aware of any parents who may struggle to complete an application due to language difficulties or additional needs or if the student is ‘vulnerable’ we would ask that support be offered. If you have any such children that you feel will meet this criteria, we would be grateful if you could also e-mail the School Admissions Team so that we can monitor their progress during the application process to ensure they are not disadvantaged.**

For your information we also enclose with this letter a copy of the Local Authority’s school catchment list and a copy of our new parents’ guide – Applying for a secondary school 2021-22.

Thanking you in anticipation for your assistance in this matter. Should you have any queries please contact the school admissions Team on the above telephone number.

Yours faithfully

The School Admissions Team