

Applying for a Primary School place for your child for September 2020
FOR ACTION BY 15 JANUARY 2020

This information is for families who live in North Yorkshire and who have a child born between
1 September 2015 and 31 August 2016

Dear Parent/ Carer

Please be aware that you will need to apply for a primary school place for your child to start in Reception in September 2020 and the deadline to submit your application is 15 January 2020.

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

The information you need to apply for a primary school place is available at www.northyorks.gov.uk/school-admissions including:

- the criteria used by the local authority to allocate school places at maintained schools
- links to the admission arrangements for schools which are their own admissions authority, such as certain academy schools and voluntary aided schools
- specific school information including the number of places allocated and statistics for the 2019-20 academic year
- 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:

- visit the North Yorkshire website, School Admissions page [Apply for a place at a primary school](#)
- create an account if you do not already have one (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 confirming 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 will be available online at [Filling in the common application form | North Yorkshire County Council](#) alternatively, you can request a paper copy of the form and return this direct to us, contact details overleaf.**

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

The deadline for receiving an application is 15 January 2020. After this date your CAF will be treated as a 'Late Application'.

Late applications - any CAF received after the 15 January 2020 will be considered late unless you provide a genuine reason for late submission. Late applications for a school place are dealt with after those received on time and this could affect the allocation of your child's school place, for more details see