

www.northyorks.gov.uk/lateapplications Reasons for a late application need to be put in writing via email (see contact details below).

National Offer Day - Confirmation of the school place allocated to your child will be sent to you on 16 April 2020. If you applied online you will be able to log back into your account to view the school place that has been 'offered'. An email notification will be sent during office hours on 16 April 2020. If you submit a paper application, allocation letters will be sent out by second class post on 16 April 2020 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 admission appeal in line with current legislation. Appeal forms are available on the website at 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 directly 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 in accordance with 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).

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

We strongly recommend that you include a preference for your catchment school in case your preferred school or schools are 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 which could be some distance from your home and you will be responsible for transport arrangements and costs.

You should keep all correspondence that you receive, including emails and acknowledgements, as you may 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

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Business Support Manager

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

- it is quick, easy, and secure and 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 2 March 2020

Admissions, Transport and Welfare Team, Business Support, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE email schooladmissions@northyorks.gov.uk Tel 01609 533679