



Admissions to Lancashire Secondary Schools

Information for Parents 2019-20

APPLY ONLINE at www.lancashire.gov.uk/schools

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- It's quick, easy and secure.
- You must resubmit your application if you access it for any reason.
- You can amend your application right up to the deadline date if you wish.
- You'll get an email acknowledgement when you submit your application.
- There's lots of further information and links to school websites.
- You can view your school offer via the online system on the morning of the day the offers are sent out.

The closing date for applications is **Wednesday 31 October 2018**

PLEASE KEEP THIS SAFE

This space has been provided for you to keep a note of your email address and login / password details in case you need to make a change to your online application. Make sure that you'll be using this email on 1 March 2019.

Email address / Log in	
Password	

You can ring our helpline on 0300 123 6707 if you have any questions or are unsure about what to do.

Most Voluntary Aided and Foundation schools and some Academies and Free Schools also ask that you complete a supplementary form. These are available from schools and the Lancashire County Council's admissions system website. For each school that is a preference on your online application, you will need to contact the school direct to obtain a copy of their supplementary information form.

If you have submitted and received an email acknowledgement of an online application, you can log back onto the system during the application period to view this. If, however, you go back in to your original application, this may have been over written (it definitely will if you make any changes). It will then no longer be valid.

In these circumstances you must re-submit the amended version. This applies for all changes, even very minor ones e.g. hyphens, apostrophes and typo corrections. **To ensure your online application remains valid, you must press the re-submit button if you revisit the system at any time during the application period (whether or not changes were made).**

Timetable for Lancashire Secondary Admissions 2019/20

The arrangements for the transfer of pupils to secondary schools in September 2019 will, as far as possible, conform to the following timetable.

Monday 3 September 2018 (from 9am)	The on-line system goes live at www.lancashire.gov.uk/schools (Please remember to press the 'submit' button every time you leave the online system)
Wednesday 31 October 2018	National closing date for applications (statutory).
During this period all applications are processed and all preferences are considered against the published admissions policy. Where there are more applications than places available, decisions are made as to which children should be offered the available places. The Local Authority will liaise and exchange information with all other Admission Authorities including neighbouring Local Authorities. The allocation and offer of a secondary place is finalised.	
Friday 1 March 2019	Offers issued to parents*
Friday 8 March 2019	Return of request for appeal forms/place on reserve (waiting) list(s).
Week commencing 11 March 2019	Distribution to parents of appeal forms.
Friday 29 March 2019	Appeal deadline** 1st round of hearings.
By Friday 28 June 2019	Appeals submitted by the deadline heard by an independent appeal panel

*** If you are not happy with an initial offer the period for preparing appeals starts from your receipt of the offer. Appeal information will be issued later as this allows some time for reserve lists to operate.**

**Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee however that this will happen and late appeals may have to be heard after the agreed date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venue, etc.

The closing date for application is Wednesday 31 October 2018.



How will your child travel to school?

Young people today are very aware of the effects of climate change and the need for us all to adopt a responsible attitude to protect the planet for future generations.

Many pupils would like to **walk, cycle or use public transport** to school and those who already do not only show that they care for the environment, they can also improve their fitness, feeling of well-being and sense of independence. However, it may be difficult for parents and pupils to make informed choices about how they travel to school unless relevant information is presented in a clear format.

Lancashire County Council is committed to a strategy to provide relevant information to support and promote healthier ways of travelling to and from school, reducing the number of car trips used on the school journey.

Throughout Lancashire, pupils and their parents are being encouraged to choose healthier, more active travel to school. School Travel Plans set out the actions that individual schools are taking in this regard, and approved Plans can be viewed on the County Council's website www.lancashire.gov.uk select S for School Travel in the A-Z.

The website also includes a summary of the Council's Sustainable Travel Strategy and further information about school travel throughout the county.

**Our travel choices affect ourselves and others.
Think about sustainable travel when selecting your school.**