

A message from the School Admissions Team.

If you have a child who was born between **1 September 2022 and 31 August 2023** it is time to apply for their school place for September 2027.

This year we will not be posting reminder letters so please see the information below on the application process.

The deadline for making your application is 15th January 2027.

All parent/carers must apply for their child's school place regardless of whether they live in the school's catchment area; if their child currently attends the school's nursery; or if their child has an older sibling already attending their preferred school. If you live in East Riding of Yorkshire you must apply to us if you want your child to attend any state-funded school in the next school year, whether that school is in East Riding, or another local authority area. If you live in a different county/area you should apply to your own local authority.

Each address in East Riding of Yorkshire is in the catchment area of an infant or primary school. To check what your catchment area school is please go to the [East Riding School Catchment Map](#). Please see instructions at the end of this email for how to search using your address.

When applying for a school place, up to three school preferences should be named, **we strongly recommend that the catchment school is one of the three preferences.**

All applications must be **submitted by 15 January 2027**, and we will inform you of the outcome of your application on National Offer Day – 16 April 2027. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings.

Before applying for a school place, we advise that you consider the information and guidance on 'normal admissions' on our website www.eastriding.gov.uk/apply-for-a-school-place

The East Riding of Yorkshire Council *Guide for parents on primary admissions* contains information on our policies and procedures as well as schools' oversubscription criteria. We recommend that you consider this information prior to making an application. Applications for school places should be made on East Riding of Yorkshire Council's Citizen Portal which can also be accessed from this page.

If your child has an Education Health Care plan (EHCP), you do not need to apply using the Citizen Portal, you will need to contact your education health and care officer who will be able to support you in applying for a school place for your child. If you are unsure who your education health and care officer is, please contact the SEND team – send.enquiries@eastriding.gov.uk telephone: 01482 394000.

Finally, if you have received this email and you do not have a child who was born between 1 September 2022 and 31 August 2023 please email us so that we can amend our records – schooladmissions@eastriding.gov.uk

Catchment Map Advice:

Please follow this link: [School catchment areas](#) and use the following instructions:

1. Scroll down the page to the "How to find your catchment area" section and click on it.
2. Click the blue button labelled "View the catchment area map".
3. In the top right of your screen, in the "map layers" window click the relevant tick box to choose either primary or secondary catchment boundaries.
4. In the top left of the screen, type your postcode into the search bar and press the search icon.
5. Select your address from the drop-down list.
(if your house name or number is not on the list, you can search again using the house number followed by a comma and then the postcode, e.g: 101, HU17 9BA).
6. Your address should now be identified on the map with a yellow circle.
7. Click just outside of this circle and a new pop-up window should appear showing the catchment school.
You can zoom in and out of the map to see the catchment boundaries.

If your address appears close to a boundary line, or you are unsure of the catchment area, please email the admissions team so that we can check this for you – schooladmissions@eastriding.gov.uk

Citizen Portal Advice:

For residents who have not used the Citizen Portal previously you will need to register for an account and verify your email address before starting the online application. Residents

who have used our Citizen Portal before, should log in using their existing email address and password. More information about registering can be found on the home page of the Citizen Portal.

When selecting which Transfer Group to use, please ensure that you use the option '**First Admission to Primary 2027**' and not 'Apply for a School Transfer'.

If you have recently submitted an online application for your child, and after considering all the guidance available to you both in this email and in the Guide for Parents, you decide that you are happy with your preferences, you need do nothing further following receipt of this email. Should you wish to change your preferences in any way, online applications can be amended at any point up to **15 January 2027** but please ensure that you re-submit your application once amended.