

Other parents

Finally, talk to your friends, family and other parents who have children at the school or whose children have attended the school recently. Talk to as many as you can to get a range of opinions: one person's experience of a school will be different from another's, so it is important that you get as wide a range of opinions as possible.

How to make an application

Who can make an application?

You can only submit an application for a school place if you have **parental responsibility for the child** named in that application. If you share parental responsibility, you must be in agreement with others that also have parental responsibility about the preferences and information submitted. Please ensure all parents **have discussed and agreed preferences** before one parent makes the application.

If we receive conflicting instructions for the same child we will not process the application any further at that point until we are provided with further evidence as to which parent's wishes should be accepted, for example a family court order. If a school place has been allocated by that time, the process for your child may be frozen.

Where do I apply?

All parents must apply to local authority in **the local authority area in which they live**, and not the local authority in which their preferred schools are located.

If you live in the East Riding of Yorkshire, you must apply to the East Riding of Yorkshire Council, even if the school at which you want a place is outside the East Riding. For example, if you live in the East Riding and want a place at a school in York or in Hull, you must make an application to the East Riding and in that application name a school in York or Hull. Similarly, if you live outside the East Riding but would like to apply for a place at an East Riding school, you must apply to your home authority. All local authorities ensure that applications for places at schools outside their areas are passed on to the appropriate local authority and admissions authority – this is the role required of local authorities by law.

How do I apply?

You apply online at www.eastriding.gov.uk/apply-for-a-school-place. With an online application you register your email address and add your child to a secure online account on our Citizen Portal. Once your account is set up and verified, you select your preferences and reasons for those preferences. You can also upload documents that might be relevant to your application on the Citizen Portal.

You will receive an email confirming submission of your application. You must **remember to submit your application by the closing date**, and if you make changes to your application online you may have to resubmit the application. In the days before the closing date, you will receive email reminders if your application has not been submitted correctly.

If you have difficulty applying online, you can contact us and we can talk you through how to apply online and if you can't apply online you can request an application form.

Make sure you know which school is your catchment school or contact us to check before applying.

You can only make one application and you have three preferences to name schools located either in the East Riding or in another local authority area.