



## **Apply online for a place at PMGHS**

All applications for a place at PMGHS must be made via the Local Authority.  
Please see below for information from Lancashire County Council.



# APPLY ONLINE

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

- **It's quick, easy and secure.**
- **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.**

### **SUPPLEMENTARY INFORMATION FORMS**

Voluntary Aided Schools require a supplementary information form (SIF) to be completed. (The SIF is in addition to the online application and requests additional information that is used by the governing body of the school to apply their oversubscription criteria when allocating places.)

The online system links to standard supplementary information forms relevant only to Lancashire Voluntary Aided secondary schools. After you have submitted your online application, you will be directed to the forms on the system. You can then download the relevant form(s) - one for each secondary school which is a preference on your online application.

**You should then send your completed form direct to PMGHS by Thursday 31 October 2019.**

You need to complete a SIF for each Voluntary Aided and Foundation School preference. If in doubt, please contact the school direct.

### **REVISITING AN ONLINE APPLICATION**

If you have submitted and received an email acknowledgment 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.**

This applies for all changes, even very minor ones e.g. hyphens, apostrophes and typo corrections.

**To ensure that your online application remains valid you are therefore strongly advised to press the re-submit button if you revisit the system at any time during the application period (whether or not changes were made).**