Starting Primary School

Cambridgeshire County Council

A guide for parents of Cambridgeshire children starting primary school in September 2018

This leaflet explains how to apply for a primary school place if your child lives in Cambridgeshire and was born between 1 September 2013 and 31 August 2014.

Application deadline 15 January 2018

All the information you need to apply for a primary school place, including an online application form and electronic copy of our full admissions guide *"First Steps, Admission to Primary School; a guide for parents"*, will be available on our website www.cambridgeshire.gov.uk/admissions.

Alternatively, you may apply using a paper application form. A copy of the admission guide and application form can be requested from any Cambridgeshire primary school or by contacting the Admissions Team: email: admissions@cambridgeshire.gov.uk
Tel: 0345 045 1370

Why not apply online for your child's school place?

From 16 November 2017 you can make your application online at **www.cambridgeshire.gov.uk/admissions**

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- there is no risk that your application will get lost in the post;
- you can change / amend the details on your application up until the closing date;
- you will get an e-mail confirmation when your application has been received and each time it is successfully resubmitted;
- it is available 24 hours a day, 7 days a week up until the closing date of 15 January 2018(except during periods of essential maintenance);
- Support will be available from the Admission Team during the office hours below either by emailing ***admissions@cambridgeshire.gov.uk*** or telephoning 0345 045 1370:

Monday to Thursday	9.00am – 5.00pm
Friday	9.00am – 4.30pm

All applications are considered equally, whether online or on paper. Therefore, you should not apply twice.

Key facts about the application process

What do I have to do?

You should select up to three schools in order of preference.

To help you make this decision you can:

- find your catchment area school on-line at http://my.cambridgeshire.gov.uk or by looking at the *First Steps* admissions guide;
- find other schools in your area by looking at the *First Steps* admissions guide;
- read the oversubscription criteria for the schools you are interested in;
- arrange to attend the schools' open events;
- look at other sources of information like the school prospectus and website;
- consider the home to school transport policy in the *First Steps guide* and whether you will qualify for free transport to any of the schools you list on your application form.

You must make an application by 15 January 2018.

- It is vital that you apply by the closing date. Applications which are received after the deadline will be classed as late and processed in round 2 on 18 May 2018. This may result in you not gaining a place at your preferred or catchment school.
- You must apply to the local authority where you reside, or will be residing by 15 January 2018.
- Applications can be made either online at www.cambridgeshire.gov.uk/admissions. or on a paper application form available from any Cambridgeshire primary school or by contacting the Admissions Team.
- If you are applying for any aided church school, make sure you also complete the school's supplementary information form (SIF) and return it to the school by the closing date, otherwise your application will not be processed under the school's faith-based criteria.

What happens next?

We will offer your child a school place on 16 April 2018.

- If you applied online and requested confirmation by email, you will receive an email on 16 April 2018 informing you of the school you have been offered.
- School offer letters will be sent by second class post, despatched on the 16 April 2018, to everyone who applied before the deadline, whether you applied on paper or online.
- If we are unable to offer your child a place at any of your preferred schools, we will offer you a place at the nearest designated school.

What happens if I am not offered the school I want?

- Your child's details will be added to the school's reserve list in case a place becomes available and will be held on this list until 31 December 2018.
- You can ask about other schools that have places remaining, and submit a new application requesting alternative school preferences.
- You can request an appeal. For further information see https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/

Useful information

Important

- There is no automatic transfer to primary school so an application to the local authority is required in **ALL** cases.
- If you fail to make an application for your child's place before the deadline an offer of a place will **not** be made for your child on 16 April 2018. This may have a severe and negative impact on your chances of securing a place at your preferred school.
- If you are applying for a primary school which requires a completed SIF, you must ensure that you complete a Supplementary Information Form (SIF) **and** a Local Authority Application Form.

Considering a school

- Find details of a school's profile, Ofsted report and performance data at http://schoolsfinder.direct.gov.uk/
- Make time to visit the school.
- Do not judge a school by what others say.
- Think about transport and how your child will get to school.

Use your preferences wisely

- Use all three preferences available to you and be realistic about the schools you apply for.
- List your school preferences in the order that you would most prefer them, not the order you think you might get them.
- You are advised to name your catchment school as one of your preferences.

Allocating school places

- All applications received by the deadline are considered at the same time, no school offers are made on a "first come, first served" basis and priority is **not** given to those who put the school as a first preference.
- Decisions about who to offer school places to are made solely using the oversubscription criteria for that school, no other information is taken into consideration.
- All your preferences will be considered. The order in which you list the schools will be used if you can be offered a place at more than one school. In this case, you will be offered the school which you put as the highest preference.

Reminder

If you apply on-line and re-visit your application to view and make changes you **must** ensure it is re-submitted before 15 January 2018.

Naming a school

- Naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Naming the same school more than once will not increase your chance of gaining a place.

Important Dates

16 November 2017

Apply online from this date

Paper application packs will also be available from local schools and the Admissions Team.

15 January 2018

NATIONAL CLOSING DATE

Applications must be received by this date.

Applications received after 15 January 2018 will not be processed until round 2.

16 April 2018

PRIMARY OFFER DATE

Letters posted 2nd class to parents / carers

Email notifications are sent out to those who applied online **and** requested confirmation by email

All applications received after 15 January 2018 will not be processed until the 2nd round of allocations.

April 2018

Places declined by parents are re-allocated to children waiting on school reserve lists

Re-allocations will be made as and when notifications are received, up until the start of the 2nd round of allocations on 1 May 2018.

15 May 2018

Appeal Request Deadline

18 May 2018

2nd round school place allocations

Local Authority allocates places to late applications received between 16 January and 1 May 2018

June 2018 Onwards

Primary school appeals take place

If you would like a copy of the leaflet on audio cassette, Braille, large print or other languages, please contact **0345 045 1370**