



Starting School or Moving from Infant to Junior School – September 2023



Key Message!

- Apply on time:

By midnight on 15 January 2023

Do not leave this until the last minute



How to apply for a school place?

- If you live in Buckinghamshire visit www.buckinghamshire.gov.uk/admissions between 04 November 2022 and 15 January 2023 to make your application.
- If you live elsewhere you need to apply via your own Local Authority (council) website.
- All you need is an email address.

Applying online is easy

- You can apply using a computer, ipad, laptop or smart phone.
- Make a note of which email account you have used and your password!
- Use an email address you know you can access even if not in work
- You will be reminded if an application has not been submitted.
- You can accept the place offered online.
- The deadline for applications is **midnight on 15 January 2023.**

Making an application

When you apply you can:

- List up to **6** schools including out of county schools (do not include independent or special schools).

Consider:

- The order of your preferences carefully and put the schools in the order you really want them.
- Including local (catchment) schools that you have a good chance of being offered

Think about

- Do you live in catchment? – check this on Buckinghamshire Councils website.
- Have you checked the admission rules for the school to see which rule applies to your child?
- If you have another child already at the school make sure you include that child's details on your application.
- If your child attends the school nursery you still need to apply for a school place.
- Some faith schools have a supplementary form – check with the school.
- Some schools have an exceptional 'medical or social needs' rule. If you think this applies to you let us know and send in your independent evidence.
- How will you get your child to school - transport is given to the nearest primary school if it is over 2 miles away and your child is under eight and 3 miles if your child is over eight.

What happens in the autumn term?

- Look at the information on our website, you can use the 'Find My Child a School Place' tool to help find out about schools near to you.
- Visit the schools when they have an open events. Check the schools website for dates –**you might have to make an appointment to visit.**
- Apply online by the deadline of **midnight on 15 January 2023.** Do not miss this deadline www.buckinghamshire.gov.uk

What happens in the autumn term?

- You will need to send evidence to show where you live when you submit your online application.
- **If you are the council tax payer:**
 - you will just need to provide your council tax reference number
- **If you are not the council tax payer:**
 - you must send us an electricity bill (no more than 3 months old) which shows usage for the property where you and your child live. This can either be a scanned paper bill or a digital copy downloaded from your supplier.

What happens in the spring term?

- Your home council tells you which school your child has been allocated.
- **Online** - you will receive an email on 17 April 2023 (after 11 am) with your child's allocation. You can log on to the online portal to accept the place from 2pm.
- **Paper** - letters will be posted on 17 April 2022 or offers will be emailed out to you if you have provided an email address.
- You have until 01 May 2023 to accept the place offered.

What happens in the summer term?

- Late applications continue to be processed - the timeline is on our website.
- Parents can appeal for a place at their preferred school(s).
- Many children attend an introductory session at their allocated school. For most schools this is the first Tuesday in July and is known as Transition Day.

The offer process – Step 1

- Local Authorities (councils) share application information with each other
- Local Authorities share information with schools who rank their own list.
- Each school preference is treated separately
- Schools are not told **where** on your application you placed them.
- School's who rank their own list apply their rules to the children on their list and sort the children into 'ranked order'.
- Schools who rank their own lists let the council have their ranked list.
- For community schools it is the council who rank the schools list using the admission rules for all community and voluntary-controlled schools.

The offer process – Step 2

- Where a child can be offered more than one school place – the higher ranked school is offered.
- The lower ranked school is no longer required.
- The vacant place created is offered to another child.
- Children who cannot be offered any of their preferences are then offered a place at the nearest school with remaining places (if you do not live in Buckinghamshire then your home council will offer your child a place).

An Example

- Tom has three preferences
- His parent lists them as
 - 1. High Town School
 - 2. Leafy Lane School
 - 3. Long Avenue School

Step 1- children are ranked on each schools list

step 1	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Billy	Tansy	Razia
	Rachel	Norris	Naureen
	Janice	Phoebe	TOM
	John	Katie	Susannah
	Barney	Siobhan	Lily
	Tansy	Billy	Harry
WAITING LIST	Shahim	Marcus	John
	Jonathan	Rachel	Amy
	Wilson	TOM	Lacey
	Susannah	Susannah	Patrick
	TOM	Liam	Ahmed
	Lacey	Shahim	Tansy
	Carly	Ernie	Billy
		At step 1 Tom is offered Long Avenue	

Step 2

step 2	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Billy	Tansy	Razia
	Rachel	Norris	Naureen
	Janice	Phoebe	TOM
	John	Katie	Susannah
	Barney	Siobhan	Lily
	Tansy	Billy	Harry
WAITING LIST	Shahim	Marcus	John
	Jonathan	Rachel	Amy
	Wilson	TOM	Lacey
	Susannah	Susannah	Patrick
	TOM	Liam	Ahmed
	Lacey	Shahim	Tansy
	Carly	Ernie	Billy
All children are taken off lower preference lists			

Step 3

step 3	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Barney	Siobhan	TOM
	Tansy	Billy	Susannah
	Shahim	Marcus	Lily
	Wilson	TOM	Harry
WAITING LIST	TOM	Liam	Amy
	Lacey		Lacey
	Carly		Ahmed
Tom can now be offered Leafy Lane School			

Step 4

step 4	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Barney	Siobhan	TOM
	Tansy	Billy	Susannah
	Shahim	Marcus	Lily
	Wilson	TOM	Harry
WAITING LIST	TOM	Liam	Amy
	Lacey		Lacey
	Carly		Ahmed
All children are taken off lower preference lists			

Step 5

step 5	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Tansy	Siobhan	Susannah
	Shahim	Billy	Lily
	Wilson	Marcus	Harry
	TOM	TOM	Amy
WAITING LIST	Lacey	Liam	Lacey
	Carly		Ahmed
Tom can now be offered High Town School			
His Leafy Lane place is given back and next time will be offered to Liam...			

National Primary Offer Day 17 April 2023

If you applied online:

- Offer emails sent 17 April.
- You can log on and accept the school place.

If you applied using a paper application

- Offer letters posted or emailed on 17 April.

All Applicants:

- Automatically added to the waiting list for any higher preferences that could not be offered.
- You can register an appeal.
- You have 14 days to accept the offer.

About Appeals

- You can appeal for any school you have been refused.
- Appeals are heard by a panel of three people.
- Panel members are independent and unpaid volunteers who have no connection to the school or the LA.
- If your appeal is to be heard under the Infant Class Size Legislation (ICS) the panel's powers are limited (5,6 and 7 year olds must be taught in a class of no more than 30 children with one qualified teacher). Less than 3% of ICS appeals are successful.
- Your appeal is likely to be held remotely via Teams

About Waiting lists

- We will **automatically** add the names of the children who have not been offered a place at their preferred school to the waiting list.
- If we are able to offer your child a place off the waiting list in subsequent admission rounds we will do this, and automatically take away the place at the school we have already offered your child. That place will then be given to another child.
- We will do this right up until the start of term in September. **We will not ring you or ask you if that is what you want us to do. It is assumed that you will want a place at a school that you listed higher on your list of preferences.**
- It is **your responsibility** to let us know if you no longer want to stay on the waiting list for a school.

Want More Information

- Visit our website at www.buckinghamshire.gov.uk There is information on the website about last years allocation which you can use as a guide
- Contacting the Admissions Team
www.buckinghamshire.gov.uk/contactadmissions

Important things to remember!

- Apply by **midnight on 15 January 2023**.
- Use an email address that you will still be using in April and keep your user name and password somewhere safe!
- List the schools in your **true** preference order.
- Consider putting your catchment/local school down as one of your preferences.
- Be realistic with the schools you list.
- Visit the schools, ask questions and make your own decision rather than depend on other people.

When does my child need to start School

- Legally your child does not have to start school until the term after their fifth birthday. This is called 'statutory' or 'compulsory' school age, and they must then go to school full time. It is possible to 'defer' your child starting until later in the school year.

- **Child with their fifth birthday between 1 September and 31 December**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2024).

- **Child with their fifth birthday between 1 January and 31 March**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2024) or the beginning of the Summer Term (April 2024).

- **Child with their fifth birthday between 1 April and 31 August**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2024) or the beginning of the Summer Term (April 2024).

You can also legally defer the school place until September 2024 but the offer of a school place in Reception will be withdrawn and you will have to re-apply for a place in Year 1.

Summer Born Children born between 1 April and 31 August

- If your child is summer born, you can apply for a place to start school as usual in September 2023 or you may decide you want to apply next year, to start school in September 2024 after your child's 5th birthday.
- If you are considering delayed entry but are not sure you **should still submit an application** for a school place. You can always withdraw your application later.
- If the admission authority for the school agrees that your child should have a delayed start to Reception this does not mean that a place will be held for your child at the school until the following year. It means that you will be able to apply again for a place in Reception a year later.
- If you have decided that you want to request delayed entry you should read the information on our website 'Changing your child's year group'.