

Is your child starting school in September 2018?

If your child was born between 1 September 2013 and 31 August 2014 you will need to apply for a school place between **30 October 2017** and **15 January 2018**.

Is your child in year 2?

If your child attends an infant school you will need to apply for a place at a junior school or a primary school with a year 3 intake.



Apply online
between
30 October 2017 and
15 January 2018

How do I apply?

- The quickest and easiest way to apply for a school place is online. Visit surreycc.gov.uk/admissions to access the application form and more information on the application process and admission arrangements for Surrey schools. It is important that you consider this information carefully when you make your application.
- You can start your online application any time from 30 October 2017 but you must have completed it by **15 January 2018**.
- You can download the app **ParentComms** to your mobile device to receive notifications about your application.
- Once you have submitted your application you will receive a confirmation email.
- On **16 April 2018** you will receive an email with the outcome of your application and, if you have registered for **ParentComms**, you will also receive a notification with the outcome.
- You will need to accept or decline your offer of a school place online by **30 April 2018**.

Important dates

30 October 2017

You can apply online for a school place.

15 January 2018

Closing date for primary applications but we welcome early applications.

16 April 2018

Primary school offer letters are posted first class. If you applied online you will be sent an email in the evening with the outcome and you can also view your school offer online.

By 30 April 2018

You must confirm whether you wish to accept or decline the place you have been offered.

By 15 May 2018

If you wish to appeal for a community or voluntary controlled school listed on your form, you should submit it by this date so that it can be heard by 17 July 2018. Other schools may have different appeal deadlines.

What else do I need to know?

- You should contact schools directly if you'd like to arrange a visit.
- You can name up to four schools on your application form, in the order that you prefer them. Where possible the local authority will allocate a place at one of these schools.
- Schools will not know where you have ranked them on the application form so the order of your preferences does not disadvantage you.
- The local authority has a duty to provide a place for your child but it does not have to be at one of your preferred schools.
- If your child is attending a nursery attached to a school, you must still apply for a reception place as there is no automatic transfer.
- If your child is leaving year 2 of an infant school, you can only apply for schools which have an intake at year 3.
- If you have an older child already at the school, you must still apply for a younger child.
- If you have more than one child applying for a school place, you must make a separate application for each of them.
- If you live in Surrey you must apply to Surrey, even if the schools you list are outside Surrey.
- Some schools may need you to submit a supplementary information form in addition to the application form. Find out more about supplementary information forms at surreycc.gov.uk/admissions.
- If you are registered for council tax you must supply the name of the borough or district and the council tax account number for the property where your child normally lives. Otherwise you will be asked to provide evidence of where your child lives.
- When applying online you must make sure that you press 'submit' at the end of your application and that you receive a confirmation email which sets out your preferences and confirms your application reference number.
- If you do not receive a confirmation email you should check your application to ensure its status has been changed to 'submitted'.
- If you write to us or submit information to support an application, remember to include your child's name, date of birth and application reference number (if you applied online).
- If your child has an education, health and care plan you will receive a personalised admissions pack which will tell you how to apply for a school place.

No internet?

If you don't have internet access at home, why not visit your local library? Just call **03456 009 009** to book a computer and you can use the internet for free.

To request a paper application form or for all other enquiries, you can call us on **0300 200 1004**.

surreycc.gov.uk/admissions

