

Under 11s 2023

A guide for parents and carers of children applying to **primary, junior and middle schools** for September 2023

This leaflet explains how to apply for a reception place for children born between 1 September 2018 and 31 August 2019.

If your child is in year 2 at an infant school you must apply for a place at a junior school.

If your child is in year 4 at a first school you must apply for a place at a middle school.

All of the information you need is available on our website

www.hertfordshire.gov.uk/admissions

The website has full details about the application process and an online directory providing information about schools with reception classes, junior and middle schools in Hertfordshire.

You should visit the website to view admissions information and apply online because:

- It is quick, easy to use and secure
- You will receive immediate confirmation that your application has been received and you can view it at any time.
- You can change your application at any time up to the closing date.
- You can accept the school place offered online.

If you do not have internet access, you can apply online from any Hertfordshire library.

The closing date for applications is Sunday 15 January 2023.

Apply online at www.hertfordshire.gov.uk/admissions

What happens when?

1 November 2022	Online application system opens
November and December	Parents/carers visit Hertfordshire schools (visits may be limited due to COVID-19). This should be arranged by contacting schools directly.
15 January 2023	Deadline for applications
1 February 2023	Last date to: <ul style="list-style-type: none">• Submit reasons for making a late application and for that application to be considered 'on time'.• Notify us of a change of address and for that address to be taken into account for allocation day. Please refer to the online admission pages for more details about these processes.
3 March 2023	Last date to make a late application to be considered for allocation day.
17 April 2023	Allocation Day. School places are offered.

How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for a reception (primary, infant or first), junior or middle school place, including any schools outside Hertfordshire, should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places. Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

The admission authority for foundation, voluntary aided schools and academies is the school's governing body or academy trust.

What do I have to do?

1. You should choose up to four schools and rank them in order of preference.

To help you make this decision you can:

- Find schools in your area by looking at the school directory online at www.hertfordshire.gov.uk/schoolsdirectory
- You can also find schools which are close to your home address using the 'Find Your Nearest School' facility at www.hertfordshire.gov.uk/admissions
- Read the admission rules for schools you are interested in and consider whether your child would be offered a place.
- Arrange to visit schools (where possible) and consider other sources of information, e.g. the school prospectus or Ofsted reports.
- Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your application form.

The admission authority for community and voluntary controlled schools is the local authority in which the school is located. The admission authority for Hertfordshire community and voluntary controlled schools is Hertfordshire County Council.

The admission rules for all schools in Hertfordshire can be found in the online school directory at

www.hertfordshire.gov.uk/schoolsdirectory or obtained from the schools direct. You need to read the full arrangements for the schools you are interested in to get the complete picture.

Information about schools outside Hertfordshire can be found on the relevant local authority website. Website and contact details for our neighbouring local authorities are available at www.hertfordshire.gov.uk/admissions

- Remember that a place in a nursery class does not guarantee your child a place in the reception class at the same school. You must make an application for a reception place.

2. You must make an application by 15 January 2023

You should apply online at www.hertfordshire.gov.uk/admissions

If you are applying to a foundation, voluntary aided school or academy, check the online school directory or contact the school to see if you need to complete a supplementary information form (SIF).

SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.

Apply online at www.hertfordshire.gov.uk/admissions

What happens next?

3. We will offer your child a school place on 17 April 2023

Online applicants will receive an allocation email on 17 April 2023. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system at www.hertfordshire.gov.uk/admissions

Online applicants will be able to view their school offer online at www.hertfordshire.gov.uk/admissions after allocation emails have been sent on 17 April 2023.

Parents/carers will **only** be sent an allocation letter by first-class post on 17 April if they applied on a paper form and did not provide an email address.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form.

The county council's full home to school transport policy and other guidance on home school transport is available at www.hertfordshire.gov.uk/schooltransport

School travel website

If you would like to know the nearest schools to your address for home to school transport purposes, visit the travel website at www.hertfordshire.gov.uk/schooltransport

If your child did not qualify for any of the schools you ranked, we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire.

However, if your child is currently on roll at a school that they can continue to attend in September 2023 (for example, a primary or junior school), an alternative school place will not be offered.

4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at www.hertfordshire.gov.uk/admissions and in the "What Can You Do Now?" leaflet.

Information about public bus routes which may run to schools is available at www.intalink.org.uk

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

