

## GUIDANCE NOTES

### PRIMARY SCHOOL AND INFANT TO JUNIOR TRANSFER ADMISSIONS PROCESSES FOR 2018

#### Advice to Parents

All preferences are treated equally and the Local Authority will offer the highest preference that is able to be offered. Therefore parents should rank the schools in order of **their** preference.

It is advisable to use all the preferences (6) and make one of the preferences the priority area school.

If the Local Authority is unable to offer any of the preferences the parents will be offered a place at a school which has a vacancy at the end of the process. Therefore it is important that they make realistic preferences and make their nearest school one of those preferences.

#### New Schools

All new schools proposed to open in 2018 will be outside the co-ordinated application process. Parents wishing to apply to those schools will need to contact the school direct and apply for a place on the school's application form.

Parents are strongly advised to also apply for established schools through the co-ordinated system as there is no guarantee at this point that the new schools will open in 2018.

#### Online applications

Please encourage parents to apply online except for parents who have a child who has an education, health and care plan (EHCP). The advantages of applying online are:

- It is convenient and secure
- Parents receive electronic acknowledgement of their application
- Parents can scan and attach any supporting documentation e.g. proof of date of birth (proof of address is **not** required at time of application)
- Parents can obtain the outcome of their application on the evening of 16 April rather than waiting for the post on 17/18 April

Parents/carers can apply online from 1 September, by going to: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Parents/carers should be informed that they can only apply once by completing either an application online or a paper application not both. If multiple applications are made the latest application will be accepted. If parents apply online they can either scan the proof of date of birth and attach it to their online form or provide it separately direct to the LA, noting their name, address and online application reference number on all the documents submitted so that they can be tied up with their online application.

**NB – If a parent thinks they have submitted their online form and they do not receive an email acknowledgement with their application reference number e.g. 307-2018-09-E-123456 they have not applied. They should also keep a note of their user ID and password so that they can log back into the system.**

### **Prospectus**

Schools will be provided with 5 copies of the prospectus to hold so that parents can view the prospectus at school but not take them away. The prospectus can also be viewed on Ealing's website: [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions).

### **Application Forms**

We will supply schools with 10 application forms to give to those families who are unlikely to apply unless the school assists them with their application or if parents do not have internet access. If a school runs out of forms the school can request an electronic version which can be sent out to you so that the required number of forms can be printed by the school.

The following procedure should be adhered to when schools receive the paper applications:

When parents/carers return the completed application forms to the school please:

- Date-stamp the form on date of receipt in the appropriate place on the front of the form.
- Ensure that photocopies of necessary documents are attached to the application form. All parents/carers will be expected to provide proof of date of birth e.g. a medical card, passport or short birth certificate

- **If the school has any queries about the validity of an address being claimed as the permanent home address please point this out to school admissions who will investigate further.**

Schools must send any completed paper application forms in weekly batches to the main round admissions section. This allows admissions to start data entry as soon as possible.

Please keep copies of all Rising Five paper application forms sent to main round admissions.

**N.B. If parents have not submitted proof of their child's date of birth by the closing date do not hold onto the application forms. Send them onto the LA and the Admissions Section will chase the parents for the proof.**

### **Checking the application forms**

Please check that the applications are completed in full (especially parents contact telephone numbers and email addresses) and have the correct supporting documentation attached. Applications should not be treated as late if they have been submitted by the statutory closing date of 15 January.

Please retain a copy of all completed application forms for your records in case forms are lost in transit from the school to Admissions.

**After the closing date of 15 January, the application is late but parents can still apply online.**

### **Important for Infant to Junior transfer**

Infant schools must check with all Year 2 parents to ensure that they have completed either an online or paper application. Please do not forget to check with all new Year 2 starters during the year that they have made an application for junior school.

**Please use SAM (school admissions module) to confirm that all Y2 pupils resident in Ealing have applied** in SAM go to the round '2018 Main Round Junior' then select the link 'view leavers'. Please inform the admissions team if a parent has confirmed that they have applied but are not on your leavers list. Please note however that pupils with an EHCP do not apply through admissions (they will not be on your leavers list), places are reserved for them by the SEN team.

**NB If parents wish to apply for an all through primary school they will need to apply to the In-year admissions team in June/July for a place. If they are able to be offered a place in a primary school they will be expected to take the place immediately.**

### **Important for Rising Five applications**

It is really important that parents' of nursery children are given the information leaflet about applying for a primary place and reminded to complete an application form. Every year at appeal parents say that they did not receive the information or did not know the closing date. **Please ensure that one of the posters provided is displayed in the Nursery.** We would appreciate your help in ensuring that all nursery leavers complete an application before the closing date and all out of borough residents are informed that they need to apply through their home authority.

### **Proof of Address – Please note**

The documentary evidence is not required at the time of application, however, if we are unable to verify the address from our records proofs of address may be required and we will contact the parent directly.

Receiving schools should also require parents to provide proof of address and date of birth prior to attending the school and if there are any queries regarding the proof/s provided they should be referred to School Admissions for further investigation. This is a second check to ensure that parents have not falsified their address or their child's date of birth.

### **Proof of the child's date of birth**

Proof of date of birth can be requested at the point of application if they are asked for their medical card, passport or short birth certificate.

### **Admissions criteria**

Parents/carers applying for a place at a community school and wishing their children to be considered for priority consideration under the following criteria:

- a) **Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.**

Must attach to the application form a letter from the Social Services confirming the legal status of the child and the Local Authority with whom the child is/was in care.

Some parents tick this box in error, if there is no proof attached please follow up with the parents to find out if they really fall under this criterion.

If you are aware of any families who may fall into these criterion, it is vital that you remind them to obtain and forward the required documentation.

Parents should not delay their application if they have not received the supporting documentation. The supporting documents can be forwarded later as long as they are marked with the child's name and date of birth.

**Do not delay in submitting a child's application. If the parents have not provided the supporting information forward all received forms on the closing date ensuring that the form is date stamped with the date received. After the closing date all applications received must be date stamped and marked late.**

## **IMPORTANT**

### **Education, Health and Care Plans (EHCP)**

Please inform the parents of these children that they do not complete a common application form as the SEN Assessment Service will reserve places for children with an Education, Health and Care Plan after consultation with the parents and the school/s concerned.

### **Late Applications**

#### **After the closing date of 15 January the application is late but parents can still apply online**

Applications received after the closing date will not be dealt with until after the 16 April unless the LA or school has made an error in accepting the application or if there are exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the parents or child's siblings). If the school considers that a parent/carer who has submitted a late application meets the above criteria please attach to the application form a supportive letter explaining the circumstances. The last date for applications to be entered onto the system is **8 February and therefore no late applications can be dealt with after that date.**

Applications from parents who have recently moved and have completed and returned an application between 16 January and 8 February will be considered as on-time.

### **Assisting parents with the application process**

If parents have literacy difficulties, please ensure that any application form that is completed by you on the parents'/carer's behalf is signed or marked by them by the statutory closing date of 15 January.

If parents do not have friends or relatives to help them understand the information regarding starting primary school or transferring from infant to junior school and the school is unable to help the parents, the parents or the school need to contact school admissions.

### **Faith Schools**

Parents/carers who apply to these schools need to fill in the school's own supplementary information form as well as the common application form this must be sent directly to the school by the closing date 15 January. This is explained in the prospectus but it would be helpful if parents/carers could be reminded of this procedure as many parents/carers miss out each year by not completing the supplementary form and the priest's reference form.

If parents are applying to out-borough schools they need to consult the Local Authority prospectus where the school is located to find out if a supplementary information form is required for the school to which they are applying.

### **Don't forget to remind parents about:**

**The admissions advice sessions:**

**By appointment on 4, 5 & 6 December at Perceval House from 10am until 4pm**

**Or**

**Drop in on 7 December at Ealing Town Hall, Liz Cantell Room, between 3:30pm and 6:30pm**

**To book a slot on 25, 26 & 27 September parents can call Admission on 0208 825 5511/5522 or email [mainroundadmissions@ealing.gov.uk](mailto:mainroundadmissions@ealing.gov.uk)**

## PRIMARY KEY DATES

15 January	Statutory deadline for receipt of applications
8 February	Late on-time applications
16 April	National offer day
30 April	Deadline for receipt of acceptances