

Director of Education & Skills
Barnet with Cambridge Education
Building 2, North London Business Park
Oakleigh Rd South,
London N11 1NP

To Headteachers of nursery
schools, primary schools with infants
on roll & school staff with
responsibility for admissions

contact: Liz Ferrie
tel: 020 8359 7652
e-mail: liz.ferrie@barnet.gov.uk
fax: 0870 8896799
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Dear Colleague

Admission to Reception Classes 2019/20

A copy of the timetable for the co-ordination of Reception class admissions for 2019/20 is enclosed. The timetable sets out the key dates in the process as well as the timescales for the exchange of application data and potential offers between London local authorities.

Copies of the leaflet 'Starting school 2019 – Applying for a school place' have been sent to nurseries and schools with nursery classes and these should be distributed to parents of nursery children as soon as possible together with the step-by-step guide published by eAdmissions and the covering letter, which sets out everything parents need to know about how to apply for a Reception class place for the year commencing September 2019.

Parents wishing to apply for places for their children at state maintained schools, free schools or academies must apply online at www.eadmissions.org.uk. Paper application forms will not be available. We recommend that parents download a copy of the booklet 'A Guide to Primary Education in Barnet 2019' from www.barnet.gov.uk/schooladmissions before beginning their application.

Parents who have difficulty in making an online application can get help and support by phoning the School Admissions Team Customer Contact Centre on 020 8359 7651.

We want to ensure that parents of all children due to start in a reception class apply for a school place. It is therefore important that primary schools check that children with older siblings in the school and children in nursery classes who are eligible for a school place in this year's application round are aware of the application process. Many younger siblings may not attend a school nursery, either attending a private nursery or have no nursery place at all and it is equally important that we try and identify them. We will be sending you some publicity material but it would also be helpful if you could target parents with younger siblings when you promote the application process in your newsletters and parents evenings. As usual I am also providing a PowerPoint presentation that you may like to use as a prompt at your parents evenings. You will be aware that schools are not permitted to give priority to children in a nursery class at the same school and this should be made clear to parents.

Closing Date

The closing date for submission of applications is **Tuesday 15 January 2019**. Schools should be able to see a full list of all their applicants on SAM from **7 February 2019**. If further information is necessary for Admission Authority schools to apply their own criteria, these schools should ensure that all their applicants have also completed a Supplementary Information Forms (SIF) by 15 January 2019. Schools requiring a SIF should also cross-check the data on SAM to identify any parents who haven't applied to their home authority.

Late Applications

Applications received after 15 January 2019 will be considered after all applications that were received by the deadline and parents will not receive an outcome on National Offer Day. However, if there is a good reason why the parent could not return their application by 15 January, it may be considered as 'on time' if it is received by **Monday 11 February 2019** and the reason is accepted by the local authority.

All applications received after 11 February will, however, be considered after the on-time applications even where the local authority accepts that there are good reasons for it being late. The protocol for late applications is part of the PAN London co-ordinated admissions scheme and the local authority does not have the discretion to vary it. In previous years the high demand for places meant that some siblings were not offered places in the second round of offers because their applications were late and there were no surplus places. It would be really helpful, therefore, if you could impress upon parents the importance of getting their applications in on time and the consequences of not doing so.

Where parents change their address during the application process, the change must have taken place by 11 February in order to be considered for the first round of offers. Changes of address after this date will not be considered until the second round of offers in May 2019.

Allocation of places and offers

Admission Authority schools must rank all applicants on SAM by **1 March 2019**. The Admissions Team will then apply the parents' preference ranking to all successful applications. Parents will be sent an email with the result of their application during the evening of Tuesday **16 April 2019**. Applicants who are not offered their first preference should log into their eAdmissions account for further information about their application and to find out what to do next.

Parents will have until **30 April 2019** to accept or refuse offers. Responses from Barnet residents will appear on SAM immediately but those from out-borough residents will not be fully updated until 15 May. A second round of offers for Barnet schools will be made during the week ending 17 May.

Deferred entry

I would like to take this opportunity to remind head teachers that the School Admissions Code requires admission authorities to allow parents of children who are offered a place before they are of compulsory school age to defer their child's entry until later in the school year. All children are entitled to a full-time Reception place from September but parents can also request that their child attends part-time until the child reaches

compulsory school age. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child.

Admission of children outside their normal age group

Children should be educated in their chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request a place outside of their normal age group where, for example, the child is gifted and talented or has experienced problems such as ill health. Such requests are only agreed in exceptional circumstances and parents need to understand this. In these cases, parents must apply for the correct year group in the normal way but also submit a 'Request for Deferred Entry' form. The 'Request for Deferred Entry' is available on request from school.admissions@barnet.gov.uk and should be submitted together with supporting evidence that demonstrates why it would be in the child's best interests to be educated out-of-year. The deadline for requests is 15 January 2019. All requests for out-of-year admission to a community primary school will be referred to the Deferred Entry Panel.

Offers of places in a child's correct chronological year group cannot be held until the following academic year, so if the request is agreed, parents will need to apply for a place in the following year and provide a copy of the decision. This means that a place cannot be guaranteed as the application will be ranked in accordance with the published admissions criteria. Parents should, therefore, be advised to have alternative arrangements in place.

Summer Born Children

Some parents of summer-born children may not want their child to start school until they reach statutory school age in the September following their fifth birthday, at which point they will have missed a year of school and will join a year group that is moving from Reception to Year 1. If parents wish to apply for their summer-born child to join the Reception class instead of Year 1 in September 2020, they must complete a 'Request for Deferred Entry' form as above and submit it by 15 January 2019. Requests will be considered by the Deferred Entry Panel.

If you have any queries about the primary process, please do not hesitate to contact me.

Yours sincerely

Liz Ferrie
Admissions Team Manager