

School admissions timetable 2022/23 for infant, junior and primary schools

Moving to Secondary School

From 1 September 2021: The secondary leaflet should be distributed to children in Year 6 who are Surrey residents so that their parents/carers can apply for a **secondary school place**. Applicants should be encouraged to apply online at www.surreycc.gov.uk/admissions in order to prevent delays with postal applications.

By 22 October 2021: Schools are asked to encourage parents/carers of Year 6 children to submit secondary application forms by Friday 22 October 2021 as this is the Friday before half term. However, secondary applications will be accepted up to 31 October 2021. **Applications must be made directly to the child's home LA and not the school.** Schools are asked to remind parents/carers to check if any of their preference schools require a Supplementary Information Form (SIF)

Before October half-term 2021: Junior and primary schools should log in to SAM to ensure that all their Year 6 children who live in Surrey have made an application for secondary school. Schools are asked to encourage parents to apply where an application has not already been submitted.

31 October 2021: Closing date for **secondary** applications. Applications submitted after this date will be considered as late unless they could not reasonably have been submitted by the closing date and are submitted by 9 December 2021.

1 March 2022: Junior & primary schools will be able to log in to SAM to view the destination school of their Year 6 children.

Primary Admissions

During September 2021: The school admissions leaflets will be delivered to schools. These should be distributed to **Surrey residents only**. The primary leaflet should be distributed to any applicant needing a place in Reception or Year 3 (for schools with a PAN at Year 3 only).

During September 2021: Schools will let the School Admissions team know of any children who have not taken up their September 2021 place so that safeguarding responsibilities can be met, and places at C&VC schools and own admission authority schools that opt into the in-year admissions service can be offered from the waiting list.

From September to December 2021: Infant/junior/primary school tours, advice to parents etc. Please refer parents to the Surrey County Council website: www.surreycc.gov.uk/admissions to access the application form and information on how to apply. The primary school listings which set out the admission arrangements for Surrey schools are available via the above link. Alternatively, parents can phone **0300 200 1004** to have a hard copy of the school listing sent to them.

1 November 2021: Parents/carers who live in Surrey will be able to apply for a **primary school place**. Applicants should be encouraged to apply online at www.surreycc.gov.uk/admissions in order to prevent delays with postal applications.

By 10 January 2022: Infant schools should log in to SAM to check that all their Year 2 children who live in Surrey have applied for a Year 3 place. Schools are asked to encourage parents to apply where an application has not already been submitted.

15 January 2022: Closing date for Reception and Year 3 applications. Applications submitted after this date will be considered as late unless they could not reasonably have been submitted by the closing date and are submitted by 10 February 2022. **Applications must be returned directly to the child's home LA and not the school.**

Between 16 January and 4 February 2022: The School Admissions team will work to a very tight schedule to get all the forms checked and sorted. We will be processing approximately 18,000 Reception and Year 3 applications and will need to deal with any queries, such as chasing council tax account numbers and documents regarding exceptional social/medical requests, out of year group requests and LAC/PLAC status.

By 7 February 2022: Preferences will be shared with all schools via SAM.

10 February 2022: The last date that an application might be accepted by the LA as 'late for good reason'.

Between 10 February and 2 March 2022: Own admission authority schools (that do not buy in the service from the School Admissions team) should arrange governors' meetings to discuss applications/ apply criteria. The criteria and ranking must then be added to SAM.

Schools will be asked to login into SAM to validate siblings, staff and feeder claims where applicable. The School Admissions team will then apply the criteria and ranking for C&VC schools and those schools that buy in to the service.

By 3 March 2022: Own admission authority schools (that do not buy in the service from the School Admissions team) must have ranked all applicants on SAM.

Between 4 and 16 March 2022: The School Admissions team will check all the ranked lists and carry out the allocation of places for Surrey schools, using the system to calculate the highest offer for a Surrey school that can be made for each pupil.

Between 17 and 24 March 2022 The School Admissions team will participate in a data exchange with other LAs to coordinate applications and to eliminate all but the highest offer that can be made for each pupil, across all school preferences.

Some pupils starting in Reception may not get an offer at any of their preferred schools and in such cases the School Admissions team will allocate a place at the nearest school that has a vacancy. At this stage the School Admissions team may need to negotiate extra places at some schools.

Between 25 March and 6 April 2022: The School Admissions team will check the outcomes of the allocation and arrange for the outcomes to be uploaded to the online system.

By 19 April 2022: All schools will be able to log in to SAM to view allocations to the school.

An ATF (file for import into SIMS) can be downloaded from SAM at any time. **However it is advisable to wait until near the end of the summer term in order to capture changes after the initial allocation and to avoid the need to make manual changes to SIMS.**

By 19 April 2022: Infant schools will be able to log in to SAM to view the destination school of their Year 2 pupils.

19 April 2022: Applicants who applied online will be sent an email or receive a notification through the app 'ParentComms' with their outcome. Online applicants may also log in to their online account to view the outcome.

Letters will be sent by 1st class post to applicants who applied on paper and do not have an email address.

From 19 April 2022: Own admission authority schools that do not buy in the service from the School Admissions team will be able to access the list of applicants who have been unsuccessful and who have not been offered a higher preference school from SAM. These schools might use this to form their waiting list.

By 4 May 2022: Applicants will be asked to accept or decline their offer online or, if they have made a paper application, by returning the paper reply slip to the School Admissions team.

After 4 May 2022: The School Admissions team will add in late applications and draw up waiting lists for all C&VC schools and schools that buy in to the service. We will allocate places for all late applicants during the summer term and send them an offer.

11 May 2022: The School Admissions team will collate and inform schools of any responses received from non- Surrey residents offered a place at a Surrey school and thereafter will send them as they are received.

Contact details for parents:

Email: schooladmissions@surreycc.gov.uk

Telephone: 0300 200 1004

Postal address:

School Admissions Team,
Quadrant Court, 35 Guildford Road,
Woking GU22 7QQ

Contact details for schools only:

01483 404858 (Please do not give this number to parents as it is a dedicated line for schools)

Email: admissions.forschools@surreycc.gov.uk

