

School admissions timetable 2020/21 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 23 October 2020: **Schools are asked to encourage parents/carers of Year 6 children to submit secondary application forms by Friday 23 October 2020 as this is the Friday before half term.** However, secondary applications will be accepted up to 31 October 2020. **Applications must be made directly to the child's home LA and not the school.**

Before October half-term 2020: 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 2020: Closing date for **secondary** applications. Applications submitted after this date will be considered as late unless they are submitted late 'for good reason' by 10 December 2020.

1 March 2021: 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 2020: 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 2020: Schools will let A&T know of any children who have not taken up their September 2020 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 2020: 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 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.



2 November 2020: 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 11 January 2020: 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 2021: Closing date for reception and Year 3 applications. Applications submitted after this date will be considered as late unless they are late 'for good reason'. **Applications must be returned directly to the child's home LA and not the school.**

Between 18 January and 5 February 2021: A&T 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 and LAC/PLAC status.

By 8 February 2021: Preferences will be shared with all schools using SAM.

11 February 2021: The last date that an application might be accepted by the LA as late for good reason.

Between 11 and 28 February 2021: Own admission authority schools (that do not buy back the service from A&T) 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 in to SAM to validate siblings, staff and feeder claims where applicable. A&T will then apply the criteria and ranking for C&VC schools and those schools that buy back.

By 1 March 2021: **Own admission authority schools (that do not buy back the service from A&T) must have ranked all applicants on SAM.**

Between 3 and 20 March 2021: A&T 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 18 and 27 March 2021: A&T 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 may not get an offer at any of their preferred schools; and in such cases, A&T will allocate a place at the nearest school with a place. At this stage A&T may need to negotiate extra places at some schools.**

Between 29 March and 9 April 2021: A&T check the outcomes of the allocation and arrange for the outcomes to be uploaded to the online system.

By 16 April 2021: 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 16 April 2021: Infant schools will be able to log in to SAM to view the destination school of their Year 2 pupils.

16 April 2021: **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.

From 16 April 2021: Own admission authority schools (that do not buy back the service from A&T) 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 30 April 2021: Applicants will be asked to accept or decline their offer either online or by returning the paper reply slip to A&T.

After 30 April 2021: A&T will add in late applications and draw up waiting lists for all C&VC schools and schools that buy back. We will allocate places for all late applicants during the summer term and send them an offer.

7 May 2021: A&T will collate and inform schools of any responses received from non-Surrey residents offered a place at a Surrey school.

Contact details for parents:

Email: schooladmissions@surreycc.gov.uk

Telephone: 0300 200 1004 **before 2pm**
01483 519890 after 2pm

Postal address:

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

Contact details for schools only:

01483 404858

01483 404859

Email: admissions.forschools@surreycc.gov.uk