

Important Dates for Admission to Primary Education (Reception)

	Parents/Carers	Pre-School Setting
<i>Pre September</i>	You can start finding out about schools before September by visiting websites, arranging visits, and looking out for open days.	Encourage families of pre-schoolers to look at school information and visit different settings. It is more likely that families of children with SEND will need support with this.
<i>Mid-September</i>	<p>Applications open Primary admissions - bristol.gov.uk</p> <p>You do not need to complete this application form if your child has an Education, Health and Care Plan (EHCP) – contact the SEN team on SEN@bristol.gov.uk or 0117 9223700.</p> <p>If your child is undergoing an Education, Health and Care Assessment (EHCA) or has an EHCP not finalised you will still need to apply for a school place via school admissions.</p>	Follow up with any parents who may have difficulties applying or are unsure of the process.
<i>September – January</i>	<ul style="list-style-type: none"> • Check with your existing setting for further advice and guidance • Please check the local authority website for further information New reception primary school place - bristol.gov.uk • Speak to your SENDCO if your child has SEND needs • Finalise your application choices (it is recommended to apply to more than one school in case an offer cannot be made for your preferred choice) • Apply to your home local authority (where you live) for a place regardless of where the preferred school is situated. • Complete an application form where possible online • Do not leave applying for places until the last minute 	<p>Routinely check with parents that they have made applications. Identify any who have not made an application.</p> <p>Provide support for parents who may have difficulty applying online</p>

	Parents/Carers	Pre-School Setting
<i>15th January</i>	Applications close and deadline for changes to preferences	If you are aware of any parents who have changed address or are likely to do so which will impact their application, ensure they inform admissions.

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	<i>You must notify the admissions team if there are any changes to you address during the process – this includes after the application deadline</i>	
<i>Mid-April</i>	<p>We will let you know the outcome of your application.</p> <p>If your child has SEND needs, liaise with your SENCo about the school places you are accepting so that additional transition support can be agreed and arranged.</p>	<p>Encourage parents to let you know which school place they are accepting or if they are appealing.</p> <p>SENcos should liaise with parents and receiving schools to plan enhanced transition processes for children with SEND.</p>
<i>End April</i>	You must respond to the offer of a school place	Check parents have responded to the offer.
<i>Early June</i>	Deadline for lodging an appeal for an on-time application	Check with parents intending to appeal that they have followed the necessary process on time.
<i>July</i>	School appeals held	
<i>September</i>	School term starts	

Important:

If you have missed the mid-January application deadline, please still apply however late applications will be processed separately.

For children in care – it is important that the child's social worker applies by the closing date to the local authority where the child resides.