



# RECEPTION CLASS

Admission for September 2023

# WHO SHOULD APPLY?



Children born between  
**1 September 2018 &  
31 August 2019**  
start primary school in the  
reception class  
September 2023

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

There is a different process for children who have or are likely to get an EHCP. See the guide for more information.



# TIMETABLE



**1 September 2022**

Applications open

**Sunday, 15 January 2023**

Closing date for on-time applications

**Monday, 17 April 2023**

National offer day

**September 2023**

Children start school

# LATE APPLICATIONS

Applications submitted after 15 January 2023  
will be considered late

Late applications are **seriously disadvantaged**

If there were exceptional reasons that prevented you applying before the closing date you must tell us before Wednesday 8 February 2023 and provide evidence.

After 8 February applications will be late regardless of the circumstances.



# APPLYING ONLINE

[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

eAdmissions website for all London families

## Use any device with internet access

easy to use on any device

smartphone / tablet / laptop / desktop computer



## Email address

You need an email address to apply.

Confirmation of your application and offers are sent via email.

## Trouble with computers? ... get help from ..

a relative / a friend / your child / your child's school

# APPLYING ONLINE



## Two stage process

1. Register parent details and confirm email address.
2. Enter child details and preferences ☐ **SUBMIT**

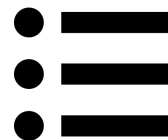


## Did you get a confirmation email?

application reference number - 204-2024-09-E-123456

## Changing the application – EASY !

make changes until midnight on 15 January 2022  
**SUBMIT**, a confirmation email is sent each time





## EXTRA DOCUMENTATION



### **Proof of date of birth is \*\* NOT REQUIRED \*\***

When your child starts at school Reception class you will be expected to show their birth certificate or passport ... but this is not required at the point of application.

### **Proof of address is \*\* NOT REQUIRED \*\***

Your details are checked against council tax and other council records. If we can't confirm your address we may ask you to provide proof.



## EXTRA DOCUMENTATION



### **Supplementary Information Forms (SIFs)**

Required for schools with religious admission criteria

Available on our school directory or from the school directly

[education.hackney.gov.uk/primaryschools](https://education.hackney.gov.uk/primaryschools)

Submit forms directly to the schools





## HOME ADDRESS

Use the address where the child is living  
on the closing date (15 January 2023)



If the child lives at two addresses (e.g. where the parents are separated and share responsibility) use the address where the child sleeps and spends most evenings from Monday to Friday

Ask the admissions team if you are unsure what address to use **before** submitting your application.

If you give false or misleading information about your address the school place may be withdrawn even after school starts.

## MOVING HOUSE

If you move house after submitting your application tell the admissions team immediately.



We need evidence that you live at the new address e.g. exchange of contracts letter or a signed tenancy agreement AND a utility or council tax bill.

Tell us and provide evidence by 8 February 2023 for the new address to be used when processing your application. If you tell us after 8 February, we will only be able to use the new address to adjust your child's position on the waiting list after offer day (17 April 2023)

# WHO GETS PRIORITY FOR PLACES?

Each school has a maximum number of children they can admit into Reception. This is the 'published admission number' (PAN).

Schools with more applications than places use **admissions criteria** to decide who has priority for the places.

Schools use their published admissions criteria to rank all the applications to their school and places are offered to those at the top of the ranking first.

Read the admissions criteria for schools in the online school directory - **[education.hackney.gov.uk/primaryschools](https://education.hackney.gov.uk/primaryschools)**





# ADMISSION CRITERIA FOR COMMUNITY SCHOOLS

Children with special educational needs who have an Educational Health and Care Plan naming the school.

1. Children in care or previously in care (but now adopted or subject of a special guardianship or child arrangements order)
2. Children with a child protection plan.
3. Children with exceptional medical and/or social need to attend a particular school. (evidence from a professional required)
4. Children with brothers or sisters at the school who continue to live within 0.75 miles of the school.
5. Children of teachers (max 1 per class).
6. Children living nearest to the school (straight line distance)



# HOW DO PREFERENCES WORK?

Each school you list is given **equal** consideration no matter what preference you list it.

It is the **only the admissions criteria** that determine who has priority (the school doesn't know the preference number when they rank applications).

## So why do parents have to rank the schools?

The preference ranking is **only used by the admissions team** to decide which school to offer when a child ranks high enough to qualify for more than one school.



## PREFERENCES EXAMPLE

I have older twin boys at London Fields (sibling link)  
.. but I want the younger child to remain at the school where they are in the nursery (Gayhurst)

... but if I can't get Gayhurst ... then I want London Fields?

**Don't I have to put London Fields first preference to get a place?**

Will there be spaces left if I put London Fields as a low preference?

Won't London Fields fill up with first preferences?

**NO! London Fields can be last in the ranking without risking a place**

The school rank applications based on admissions criteria only

The school don't know the preference rank

# PREFERENCES EXAMPLE

OK .. I want Gayhurst ... but if I can't get that school then I want London Fields?

 .. **what school do I want the most?**

Gayhurst - then list as first preference

 .. **If I don't get Gayhurst .. what school do I want?**

London Fields - then list as the second preference ...

Preference	School	Criteria
1	Gayhurst	Distance
2	London Fields	Sibling



## THE ORDER OF YOUR PREFERENCES

You can list schools you want the most higher up in your preferences, even if the chance of getting a place is small.

You have an equal chance of getting a place at lower preference schools where you are more likely to qualify for a place.

### **So what should parents do?**

List the school you want the most as your first preference. Your second preference should be the school you prefer if you don't get the first preference, and so on down their list of preferences.

**\*\* don't over-complicate it \*\***

 Listing only one school or listing a school 1st preference does not increase the chance of being offered a place.





# OFFER DAY – 17 APRIL 2023

Offer emails are sent **on the evening** of 17 April 2023.

The offer email has detailed information about how to respond and all your options eg waiting lists, appeals etc.

The offer will be for the highest ranked school on your application that is able to offer a place.

If your child is not offered a place at any of your preferred schools they will normally be offered a place at the nearest Hackney school to your home **that has vacancies remaining**.



**TAKE ACTION NOW!**



**Register to apply via eAdmissions - DO IT NOW**

Register your details and confirm your email address

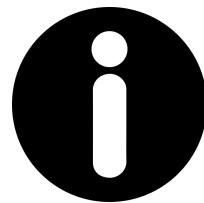
Add your preferences later but before 15 January 2023

**Get more information**

Read the printed guide carefully

Visit our website - [education.hackney.gov.uk/primaryguide](https://education.hackney.gov.uk/primaryguide)

Contact the admissions team



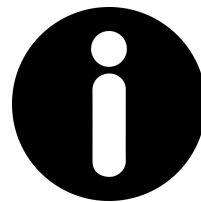


**TAKE ACTION NOW!**



**Find your local schools** - and your approximate distance  
[education.hackney.gov.uk/cutoffdistances](https://education.hackney.gov.uk/cutoffdistances)

**Visit school websites**  
[education.hackney.gov.uk/primaryschools](https://education.hackney.gov.uk/primaryschools)



# Information for parents

**Hardcopy guide** - Apply for a Secondary School Place 2023

**Website** – [education.hackney.gov.uk/secondaryguide](https://education.hackney.gov.uk/secondaryguide)

**Email:** secondary.transfer@hackney.gov.uk

**Telephone:** 020 8820 7000 (Option 3)  
Mon, Wed & Fri, 9am - 5pm  
Tues 1pm - 5pm, Thurs 9am - 1pm

**In person:** Tuesday 9am - 12pm and Thursday 1pm - 4pm at the Hackney Service Centre, 1 Hillman Street, E8 1DY

