



RECEPTION CLASS

Admission for September 2024

WHO SHOULD APPLY?



Children born between
**1 September 2019 &
31 August 2020**
start primary school in the
reception class
September 2024

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 2023

Applications open

Monday 15 January 2024

National deadline to apply

Tuesday 16 April 2024

National offer day

Tuesday 30 April 2024

Deadline to respond to offer

September 2024

Children start school

LATE APPLICATIONS

Applications submitted after 15 January 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 Thursday 8 February 2024 and provide evidence.

Applications received after 8 February will be considered late regardless of the circumstances.



TAKE ACTION NOW!

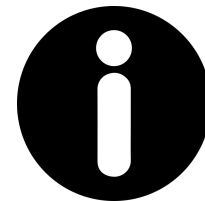
Find your local schools - and your approximate distance
education.hackney.gov.uk/cutoffdistances

Read information about Hackney schools
education.hackney.gov.uk/primaryschools



Get more information about the application process
Read the Primary Admissions Guide carefully
Visit our website education.hackney.gov.uk/primaryguide

Register with eAdmissions
Register your details and confirm your email address



APPLYING ONLINE

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**

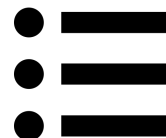
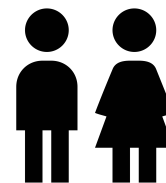
Did you get a confirmation email?

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

Changing the application – EASY !

make changes until midnight on 15 January

SUBMIT, a confirmation email is sent each time





HOME ADDRESS

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



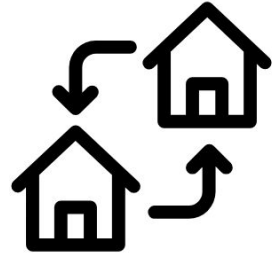
If the child lives at two addresses (e.g. where the parents are separated and share responsibility) use the address where the child sleeps and spends most time from Monday to Friday

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 proof 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 by 8 February 2024 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 (16 April 2024)

EXTRA DOCUMENTATION



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.

You will need to provide documentation if you are applying under the following criteria:

- Looked after or previously looked after
- Child protection plan
- Medical and/or social reasons



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

Submit forms directly to the schools

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**





ADMISSION CRITERIA FOR COMMUNITY SCHOOLS

Children with an Education Health and Care Plan naming the school.

1. Children in care or previously in care, including children in state care outside of England, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship 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 live within 0.75 miles of the school.
5. Children of staff (maximum 1 child per class).
6. Children living nearest to the school (using straight line distance)



HOW DO PREFERENCES WORK?

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

It is **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 in order of preference?

The preference ranking is **only used by the admissions team** when a child qualifies for a place at more than one school. The child will be offered the highest preference.



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?

Do I have to put London Fields as my first preference to get a place?

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

Will London Fields fill up with children who put it as first preference?

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 of any application

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 must list schools you want in preference order. This will ensure that where possible, the admissions team offer your child the school you want the most.

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 – 16 APRIL 2024

Offer emails are sent **on the evening** of 16 April 2024.

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 it is not possible to offer your child 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**.



INFORMATION & HELP

Hardcopy guide - Apply for a Primary School Place 2024

Website – education.hackney.gov.uk/primaryguide

You can also contact the School Admissions Team:

Telephone: 020 8820 7000 (Option 3)

Monday & Friday, 9am - 5pm

Tuesday, 1pm - 5pm

Thursday, 9am - 1pm

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

QUESTIONS






THANK YOU FOR ATTENDING

Email: reception.class@hackney.gov.uk

Website education.hackney.gov.uk/primaryguide

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

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