



Starting School or Moving from Infant to Junior School – September 2025



Key Message!

- Apply on time:

By 11.59 pm on 15 January 2025

Do not leave this until the last minute



How do I apply for a school place for my child?

- If you live in Buckinghamshire visit the council's website www.buckinghamshire.gov.uk between 05 November 2024 and 15 January 2025 to make your application.
- If you live elsewhere you need to apply via your own Local Authorities website.
- All you need is an email address.

Applying online is easy

- You can apply using a computer, a smart phone or tablet.
- **Make a note of which email account you have used and your password!**
- You will be reminded if an application has not been submitted.
- You can accept the place offered online.
- The deadline for applications is **11.59 pm on 15 January 2025.**

Making an application

- When you apply you can list up to **6** schools including out of county schools (do not include independent or special schools).
- Put the schools in the order you really want them.
- It is best to include your catchment school amongst your school list.

Things to think about

- Do you live in catchment? – you can check this on the website.
- Check the admission rules for the school?
- If you have another child already at the school, make sure you include that child's details on your application.
- If your child attends the school nursery you still need to apply for a school place.
- If your child has an EHCP you do not need to submit an application, please speak to your EHC-Coordinator.

Things to think about

- Some schools have an exceptional 'medical or social needs' rule. If you think this applies to you let us know and send in your independent evidence. If there is no third party professional evidence your application WILL NOT be considered under this rule.
- Some faith schools have a supplementary form which you might need to complete - check with the school.
- **How will you get your child to school** - - transport is provided to the nearest primary school if it is over 2 miles away for children under eight and 3 miles if your child is over eight. The full transport policy is available on our website. Please note that if you do not include your nearest school as a preference it is unlikely that we would provide transport to an alternative school further away. You must however put your nearest school down amongst your preferences in order for any request for transport to be considered.

What happens in the Autumn term?

- Look at the information on our website, you can use the 'Find My Child a School Place' tool to help find out about schools near to you.
- Visit the schools when they have an open events. You can check our website or the schools website for dates
- Apply online by the deadline of **11.59pm on 15 January 2025.**
www.buckinghamshire.gov.uk

What happens in the Autumn term?

- You will need to send evidence to show where you live, which you can upload when you submit your online application.
- You will need to quote your Council Tax Account Number,. If you do not pay council tax on your home then you must provide a utility bill (electricity or gas), in your name, which is no more than 3 months old. It must show usage appropriate to a families needs. We do not accept mobile telephone bills.
- If you cannot apply online then return the paper form to your child's primary school (*junior transfer only*) by **9am on 13 January 2025** or to the admissions team by **3pm on 13 January 2025**.

What happens in the Spring term?

- Your home Council tells you which school your child has been allocated.
- **Online** - you will receive an email on 16 April 2025 (after 11 am) with your child's allocation. You can log on to the online portal to accept the place from 2pm.
- **Paper** - letters will be posted on 16 April 2025 or offers will be emailed out to you if you have provided an email address.
- You have until 30 April to accept the place offered.

What happens in the Summer term?

- Late applications continue to be processed - the timeline is on our website.
- Parents can appeal for a place at their preferred school(s).
- Many children attend an introductory session at their allocated school. For most schools this is the first Tuesday in July and is known as Transition Day.

The offer process – Step 1

- Application information is shared with schools who rank their own list.
- Schools are not told **where** on your application you placed them.
- School's apply their rules to the children on their list and sort the children into 'ranked order'.
- Schools let the council have their ranked list.
- For community schools it is the council who rank the schools list using the admission rules for community schools.

The offer process – Step 2

- Where a child can be offered more than one school place – the higher ranked school is offered.
- The lower ranked school is no longer required.
- The vacant place created is offered to another child.
- Children who cannot be offered any of their preferences are then offered a place at the nearest school with remaining places (if you do not live in Buckinghamshire then your home council will offer your child a place).

An Example

- Tom has three preferences
- His parent lists them as
 - 1. High Town School
 - 2. Leafy Lane School
 - 3. Long Avenue School

Step 1- children are ranked on each schools list

step 1	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Billy	Tansy	Razia
	Rachel	Norris	Naureen
	Janice	Phoebe	TOM
	John	Katie	Susannah
	Barney	Siobhan	Lily
	Tansy	Billy	Harry
WAITING LIST	Shahim	Marcus	John
	Jonathan	Rachel	Amy
	Wilson	TOM	Lacey
	Susannah	Susannah	Patrick
	TOM	Liam	Ahmed
	Lacey	Shahim	Tansy
	Carly	Ernie	Billy
		At step 1 Tom is offered Long Avenue	

Step 2

step 2	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Billy	Tansy	Razia
	Rachel	Norris	Naureen
	Janice	Phoebe	TOM
	John	Katie	Susannah
	Barney	Siobhan	Lily
	Tansy	Billy	Harry
WAITING LIST	Shahim	Marcus	John
	Jonathan	Rachel	Amy
	Wilson	TOM	Lacey
	Susannah	Susannah	Patrick
	TOM	Liam	Ahmed
	Lacey	Shahim	Tansy
	Carly	Ernie	Billy
All children are taken off lower preference lists			

Step 3

step 3	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Barney	Siobhan	TOM
	Tansy	Billy	Susannah
	Shahim	Marcus	Lily
	Wilson	TOM	Harry
WAITING LIST	TOM	Liam	Amy
	Lacey		Lacey
	Carly		Ahmed
Tom can now be offered Leafy Lane School			

Step 4

step 4	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Barney	Siobhan	TOM
	Tansy	Billy	Susannah
	Shahim	Marcus	Lily
	Wilson	TOM	Harry
WAITING LIST	TOM	Liam	Amy
	Lacey		Lacey
	Carly		Ahmed
All children are taken off lower preference lists			

Step 5

step 5	High Town School	Leafy Lane School	Long Avenue School
OFFERS	Rachel	Norris	Razia
	John	Katie	Naureen
	Tansy	Siobhan	Susannah
	Shahim	Billy	Lily
	Wilson	Marcus	Harry
	TOM	TOM	Amy
WAITING LIST	Lacey	Liam	Lacey
	Carly		Ahmed
Tom can now be offered High Town School			
His Leafy Lane place is given back and next time will be offered to Liam...			

National Offer Day 16 April 2025

If you applied online:

- Offer emails sent 16 April.
- You can log on and accept the school place.

If you applied using a paper application

- Offer letters posted on 16 April, or emailed to you if you have provided an email address when you made your paper application.

All Applicants:

- Automatically added to the waiting list for any higher preferences that could not be offered.
- You can register an appeal.
- You have 14 days to accept the offer.

About Appeals

- You can appeal for any school you have been refused.
- Appeals are heard by a panel of three people.
- Panel members are independent and unpaid volunteers who have no connection to the school or the LA.
- If your appeal is to be heard under the Infant Class Size Legislation (ICS) the panel's powers are limited (5,6 and 7 year olds must be taught in a class of no more than 30 children with one qualified teacher). Less than 3% of ICS appeals are successful.

About Waiting lists

- We will **automatically** add the names of the children who have not been offered a place at their preferred school to the waiting list.
- If we are able to offer your child a place off the waiting list in subsequent admission rounds we will do this, and automatically take away the place at the school we have already offered your child. That place will then be given to another child.
- We will do this right up until the start of term in September. **We will not ring you or ask you if that is what you want us to do. It is assumed that you will want a place at a school that you listed higher on your list of preferences.**
- It is **your responsibility** to let us know if you no longer want to stay on the waiting list for a school.

Want More Information

- Visit our website at www.buckinghamshire.gov.uk There is information on the website about last years allocation which you can use as a guide
- Contacting the Admissions Team www.buckinghamshire.gov.uk/contactadmissions

Important things to remember!

- Apply by **11.59pm on 15 January 2025**.
- Use an email address that you will still be using in April and keep your user name and password somewhere safe!
- List the schools in your **true** preference order.
- Consider putting your catchment/local school down as one of your preferences.
- Be realistic with the schools you list.
- Visit the school (this might be a virtual tour) ask questions and make your own decision rather than depend on other people.
- If transport is important to you, you must include your closest school among your preferences (it does not have to be listed as your 1st preference).

When does my child need to start School

- Legally your child does not have to start school until the term after his or her fifth birthday. This is called 'statutory' or 'compulsory' school age, and they must then go to school full time. It is possible to 'defer' your child starting until later in the school year.

- **Child with their fifth birthday between 1 September and 31 December 2020**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2026).

- **Child with their fifth birthday between 1 January and 31 March 2021**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2026) or the beginning of the Summer Term (April 2025).

- **Child with their fifth birthday between 1 April and 31 August 2021**

You can ask for your child's place to be deferred until the beginning of the Spring Term (January 2026) or the beginning of the Summer Term (April 2026).

You can also legally defer the school place until September 2026 but the offer of a school place in Reception will be withdrawn and you will have to re-apply for a place in Year 1.

Summer Born Children born between 1 April and 31 August

- If your child is summer born, you should apply for a place to start school in September 2025.
- If you then decide that you wish to delay your child's school start, then you can complete the form to delay starting school and if this is agreed the original application you submitted is withdrawn.
- The LA considers all requests for community schools and the majority of requests are automatically agreed. For other schools such as academies, and voluntary-aided schools it is the school who makes the decision.
- If the admission authority for the school agrees that your child should have a delayed start to Reception this **does not** mean that a place will be held for your child at the school until the following year. It means that you will be able to apply again for a place in Reception a year later.
- If you have decided that you want to request delayed entry you should read the information on our website 'Delaying your child's school start'.