Where can I get more help and information?

Customer Service Centre

@ contact@hertfordshire.gov.uk
www.hertfordshire.gov.uk/admissions
0300 123 4043

Opening hours:
8am to 8pm Monday to Friday
9am to 4pm on Saturdays

Admissions and Transport Team

@ transfer.admissions@hertfordshire.gov.uk
www.hertfordshire.gov.uk/admissions

Address:
CHR 102, County Hall,
Pegs Lane, Hertford,
Hertfordshire, SG13 8DF

If you do not have internet access you can request a paper application form, information about the Under 11s transfer process and local schools by calling the Customer Service Centre. The advisers have information on many subjects. They can also refer you to the Admissions and Transport officers who have detailed local knowledge.

If you need help to understand this information, please call 0300 123 4043.

An interpreting service is available for those who need it.

Arabic
إذا كنت في حاجة للمساعدة كي تفهم هذه المعلومات، فالرجاء الاتصال على رقم 0300 123 4043. تتوافر خدمة الترجمة الفورية لمن يحتاجونها.

Bengali
এই তথ্য বুঝতে আপনার সাহায্যের প্রয়োজন হলে অনুগ্রহ করে 0300 123 4043 নম্বরে যোগাযোগ করুন। যাদের প্রয়োজন তাদের জন্য দোভাষী সেবার ব্যবস্থা রয়েছে।

Cantonese
如果您需要幫助理解這個資訊，請聯繫客戶服務中心，電話：0300 123 4043。
我們可為有需要的人提供口譯服務。

Italian
Se avete bisogno di assistenza per comprendere quanto indicato, vi preghiamo di telefonare allo 0300 123 4043. Un servizio di interpretariato è disponibile su richiesta.

Polish
Aby uzyskać pomoc w zakresie zrozumienia tych informacji, prosimy o kontakt pod numerem 0300 123 4043. Pomoc tłumacza ustnego jest dostępna dla osób wymagających takiej usługi.

Portuguese
Se precisar de ajuda para entender estas informações, contacte o centro de atendimento ao cliente através do número 0300 123 4043. Está disponível um serviço de interpretação para quem precisar.

Punjabi
ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 0300 123 4043 ਤੇ ਕਾਲ ਕਰੋ। ਜਰੂਰਤਮੰਦਾਂ ਲਈ ਦੁਭਾਸ਼ੀਆ ਸੇਵਾ ਉਪਲਬਧ ਹੈ।

Tamil
இந்தத் தகவலைப் புரிந்துகொள்வதில் உங்களுக்கு உதவி தேவைப்பட்டால், தயவுசெய்து 0300 123 4043 என்ற எண்ணைத் தொடர்புகொள்ளுங்கள். தேவைப்படுபவர்களுக்கு மொழிபெயர்ப்புச் சேவை கிடைக்கின்றது.

Turkish
Bu bilgileri anlama konusunda yardıma ihtiyacınız varsa, lütfen 0300 123 4043 numaralı telefondan müşteri hizmetlerini arayın. İhtiyaç duyanlar için tercümanlık hizmeti mevcuttur.

Urdu
اگر آپ کو یہ معلومات سمجھنے میں مدد کی ضرورت ہو تو برائے مہربانی 0300 123 4043 پر کال کریں۔
جن افراد کو ضرورت ہو ان کے لیے مترجم کی سہولت دستیاب ہے۔

Apply online at www.hertfordshire.gov.uk/admissions

Under 11s 2019

A guide for parents and carers of children applying to **primary, junior and middle schools for September 2019-20**

This leaflet explains how to apply for a reception place for children born between 1 September 2014 and 31 August 2015.

If your child is in year 2 at an infant school you must apply for a place at a junior school.

If your child is in year 4 at a first school you must apply for a place at a middle school.

All of the information you need is available on our website **www.hertfordshire.gov.uk/admissions**

The website has full details about the application process and a school directory providing information for all schools with reception classes, junior schools and middle schools in Hertfordshire.

You should visit the website to view admissions information and apply online because:

- It is quick, easy to use and secure
- You will receive immediate confirmation that your application has been received and you can view it at any time.
- You can change your application at any time up to the closing date.
- You can accept the school place offered online.

If you do not have internet access you can apply online from any Hertfordshire library.

The closing date for applications is 15 January 2019.

Apply online at **www.hertfordshire.gov.uk/admissions**

What happens when?

5 November 2018	Online application system opens
November and December	Parents/carers visit Hertfordshire schools. This should be arranged by contacting schools directly.
15 January 2019	**Deadline for applications**
1 February 2019	Last date to: • Submit reasons for making a late application and for that application to be considered 'on time'. • Notify us of a change of address and for that address to be taken into account for allocation day. **Please refer to the online admission pages for more details about these processes.**
4 March 2019	Last date to make a late application to be considered for allocation day.
16 April 2019	**Allocation Day.** School places are offered.

Apply online at:

www.hertfordshire.gov.uk/admissions

Application deadline 15 January 2019

Hertfordshire

How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for a reception (primary, infant or first), junior or middle school place, including any schools outside Hertfordshire, should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places. Different schools have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

The admission authority for foundation, voluntary aided schools and academies is the school's governing body or academy trust.

The admission authority for community and voluntary controlled schools is the local authority in which the school is located. The admission authority for Hertfordshire community and voluntary controlled schools is Hertfordshire County Council.

The admission rules for all schools in Hertfordshire can be found in the online school directory at **www.hertfordshire.gov.uk/schoolsdirectory** or obtained from the schools direct. You need to read the full arrangements for the schools you are interested in to get the complete picture.

Information about schools outside Hertfordshire can be found on the relevant local authority website. Website and contact details for our neighbouring local authorities are available at **www.hertfordshire.gov.uk/admissions**

What do I have to do?

1. You should choose up to four schools and rank them in order of preference.

To help you make this decision you can:

- Find schools in your area by looking at the school directory online at **www.hertfordshire.gov.uk/schooldirectory**
- You can also find schools which are close to your home address using the 'Find Your Nearest School' facility at **www.hertfordshire.gov.uk/admissions**
- Read the published oversubscription criteria (admission rules) for schools you are interested in and consider whether your child would be offered a place.
- Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your application form.
- Arrange to visit schools and consider other sources of information, e.g. the school prospectus or Ofsted reports.
- Remember that a place in a nursery class does not guarantee your child a place in the reception class at the same school. You must make an application for a reception place.

2. You must make an application by 15 January 2019

You should apply online at www.hertfordshire.gov.uk/admissions

If you are applying to a foundation, voluntary aided school or academy, check the online school directory or contact the school to see if you need to complete a supplementary information form (SIF).

SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.

Apply online at www.hertfordshire.gov.uk/admissions

What happens next?

3. We will offer your child a school place on 16 April 2019

Online applicants will receive an allocation email on 16 April 2019. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system at **www.hertfordshire.gov.uk/admissions**

Online applicants will be able to view their school offer online at **www.hertfordshire.gov.uk/admissions** after allocation emails have been sent on 16 April 2019.

Parents/carers will **only** be sent an allocation letter by first-class post on 16 April if they applied on a paper form.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

If your child is not allocated a place at any of your preferred schools we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire.

4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at **www.hertfordshire.gov.uk/admissions** and in the "What Can You Do Now?" leaflet.

Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form.

The county council's full home to school transport policy and other transport guidance is available at **www.hertfordshire.gov.uk/schooltransport**

School travel website

A Hertfordshire School Locator page providing information on schools within the proximity of your home address is available for parents and carers.

From the Schools Locator results you can follow the link to the traveline website from where you can plan a journey from your home to a selected Hertfordshire school or to schools in neighbouring authorities.

Visit the travel website at **www.hertfordshire.gov.uk/schooltravel**

Information about public bus routes which may run to schools is available at **www.intalink.org.uk**

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

Apply online at www.hertfordshire.gov.uk/admissions