

# Admission to School

The process starts earlier  
than you think!



## When to log your child's details

Applying for a school place can sometimes be a very confusing process and it may sometimes seem that there is little guidance for parents. So in order to make it easier for parents to find a school place there is a central point for all applications to be made; your home Local Authority (LA). Each year applications are processed for an academic year – that is for children whose dates of birth fall on or between 1 September and 31 August the following year. This means that there will be nearly a year's difference between the children but they will be in the same year group. The first part of the process is to let the LA know that you have a child. You should do this by logging your child's details with the local authority on 01344 352000 or online at; <https://www.bracknell-forest.gov.uk/starting-primary-school/when-do-i-apply>

According to the table below:

\* or next working day

Child's Dates of Birth						
From	To	Log your child's details	Applications available	Closing date for applications	Offers sent	When they can start School
01.09.13	31.08.14	From May 2017	Autumn 2017	15* Jan 2018	16* April 2018	Sept 2018
01.09.14	31.08.15	From May 2018	Autumn 2018	15* Jan 2019	16* April 2019	Sept 2019
01.09.15	31.08.16	From May 2019	Autumn 2019	15* Jan 2020	16* April 2020	Sept 2020
01.09.16	31.08.17	From May 2020	Autumn 2020	15* Jan 2021	16* April 2021	Sept 2021



## All children are entitled to start school in the September of the year they receive their offer letters.

However all children must eventually start school at times that are set by government legislation: (Statutory school age)

If your child's birthday falls on or between **1 September and 31 December** they will become of statutory school age on the 1 January after they turn 5, which is defined as the start of the spring term. They will start in a reception class where they will spend two terms before starting in a Year 1 class in the September.

If your child's birthday falls on or between **1 January and 31 March** they will become statutory school age on 1 April, which is defined as the start of the summer term. They will start in a reception class where they will spend one term before starting in a Year 1 class in the September.

If your child's birthday falls on or between **1 April and 31 August** they will become of statutory school age on the 1 September, which is defined as the start of the autumn term. **However you are unable to defer entry to a new academic year; a new application would have to be made for a place in Year 1.**

If parents of 'summer born' children wish to defer their child's entry to school they should refer to:

<https://www.bracknell-forest.gov.uk/advice-deferring-or-delaying-entry-school/deferred-school-entry>

## The Process

Once you receive information on applying you can start the process of selecting a school place.

You should take your time and read the booklet that will be available as applications will not be processed on a first come first served basis.

When making your application you must make it to your home LA regardless of which school you want to apply for. So if you live in Bracknell Forest and want to make an application to a school in Wokingham, Windsor & Maidenhead, Surrey or Hampshire etc you must obtain a form from Bracknell Forest School Admissions and name the school on the application form. You can not apply directly to other LA's.

**Even if your child attends a school nursery you must complete an application form to apply for a school place, going to a school nursery is not an automatic transfer to the school.**

## Schools

We would urge you to visit the school that serves your local area as well as other schools that you might be considering. You will find a warm welcome at all of them and that you will find them helpful in providing you with the information that you may need.

The LA has invested heavily in schools, helping to raise standards and to make them safe and exciting places in which to learn. We are tremendously proud of the achievements of children in our primary schools across a whole range of activities including music, sport and drama as well as in their academic work. The (LA) works in partnership with schools and the local community to offer a wide range of opportunities and your child will have access to a rich educational experience. We recognise the invaluable contribution that committed headteachers, teachers, other school staff, volunteers and governors play in this. As a parent or carer, you have a vital role to play in your child's education and the strong partnerships between schools and parents and carers are a high priority for all of us – so we urge you to become involved. The strength of such partnerships is recognised as one of the most important factors in a child's success in school.

All schools have governors representing the LA, staff and parents as well as other governors representing the wider community, including town or parish councils. Voluntary schools, both aided and controlled have additional governors usually representing a church or religious body reflecting the religious character and/or historical origins of the school.

Every school produces a school prospectus. This prospectus will contain certain basic information about the school and the way in which it seeks to provide for its pupils. Prospectuses are available on request from individual schools without charge. They may also be available on the school's website.

For further information contact:

School Admissions Team on 01344 354023

or by email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

or to register at the appropriate time 01344 352000