

Admission to a  
**Primary School**

**How to apply for a place for the first time  
for September 2018**

**Reception classes** – Pupils born between 1/9/13 and 31/8/14

**Make the  
application  
even process  
easier**



***Apply online  
and receive an  
emailed decision  
on offer day!***

**Apply online: Check your decision online on the day.**



**Doncaster**  
Metropolitan Borough Council

[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

## **This leaflet tells parents and carers how to apply for a place in a primary school for the first time.**

### **Which school(s) do I apply for?**

Information about Doncaster Schools and admission policies can be found in our Primary School Admissions Booklet available from the School Admissions Team or at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

The booklet gives more information including admission policies, the number of places offered this year and how many are available next year.

You may find it helpful to visit school(s) before deciding.

### **How do I apply?**

Apply online and follow the link at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

Use this link to apply for any school, no matter which council's area they are in.

### **Why online?**

You will get a receipt by email instantly and then your decision will be emailed to you on the day the letters are posted.

Make sure that you make a note of your password and email address you used.

### **How many schools can I apply for?**

You can apply for up to three schools and you should list them in your preferred order. You can also include your reasons if you wish.

Your letter tells you your local catchment area school. Although a place is not guaranteed, you should consider including this as one of your preferences even if it's not your first choice.

## **IMPORTANT**

There is increasing demand for places in reception classes and you are encouraged to put two or more schools on the form.

### Should I list more than one school?

This year 96% of applicants received a place at their first preference and 98.5% received a place at one of the schools they preferred. Although not guaranteed, listing more than one school means you have more chance of being offered a school you prefer.

If your child is eligible for a place at more than one school, a place will be offered at the one you put highest.

### Applying for a church school?

Church schools often need more information so you will need to complete their additional information form available from our website or the school. This must be sent to your requested school.

### Get your receipt!

By applying online you will be emailed confirmation of your application.

### When do I apply?

The national closing date is **15 January 2018**.

Applying late makes a big difference to your chances of getting a place at one of the schools you would like.

### When do I find out?

All letters and emails are sent to parents on **16 April 2018**.

Due to the volume of applications and data protection, no decisions will be given over the phone.

### What if I am unhappy with the offer?

The letter will tell you what you can do. You can appeal and/or apply for another school. Your child will be placed on the waiting list of any school ranked higher than the one offered. They are kept until the end of the autumn term.

If you make a further successful application, any previous places offered will automatically be withdrawn.

### What happens if I apply late?

Late applications are dealt with on a regular basis but only after those who applied on time have been offered places.

### What if I don't apply?

Your preferred schools may be filled and your child will not then be able to attend that school.

### Will transport be available?

Copies of our transport policy and the code of practice are available from our website or transport team on 01302 737325. Bear in mind the policy is updated regularly and your eligibility can change.

### Fraudulent applications

All councils make every effort to ensure places are offered fairly. Fraudulent applications are taken very seriously and all allegations are thoroughly checked and places withdrawn if necessary.

### Important!

You should read the **Primary School Admissions Booklet** and, if possible, visit the school before applying.

The closing date is **15 January 2018**.

Decisions are sent on **16 April 2018**.

### Further information available from:

Our website at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

The **School Admissions Team** on 01302 737204  
or by email at [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)



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