

How do I apply?

- The quickest and easiest way to apply for a school place is online. Visit surreycc.gov.uk/admissions to access the application form and more information on the application process and admission arrangements for Surrey schools. It is important that you consider this information carefully when you make your application.
- You can start your online application any time from 31 October 2022 but you must have completed it by **15 January 2023**.
- You can download the app **ParentComms** to your mobile device to receive notifications about your application.
- Once you have submitted your application you will receive a confirmation email.
- On **17 April 2023** you will receive an email with the outcome of your application and, if you have registered for **ParentComms**, you will also receive a notification with the outcome.
- You will need to accept or decline your offer of a school place online by **02 May 2023**.

What else do I need to know?

- You should contact schools directly if you'd like to arrange a visit.
- You can name up to four schools on your application form, in the order that you prefer them. Where possible the local authority will allocate a place at one of these schools.
- Schools will not know where you have ranked them on the application form so the order of your preferences does not disadvantage you.
- The local authority has a duty to provide a place for your child but it does not have to be at one of your preferred schools.
- If your child is attending a nursery attached to a school, you must still apply for a reception place as there is no automatic transfer.
- If your child is leaving year 2 of an infant school, you can only apply for schools which have an intake at year 3.
- If you have an older child already at the school, you must still apply for a younger child.
- If you have more than one child applying for a school place, you must make a separate application for each of them.
- If you live in Surrey you must apply to Surrey, even if the schools you list are outside Surrey.
- Some schools may need you to submit a supplementary information form in addition to the application form. Find out more about supplementary information forms at surreycc.gov.uk/admissions.
- If you are registered for council tax you must supply the name of the borough or district and the council tax account number for the property where your child normally lives. Otherwise you will be asked to provide evidence of where your child lives.
- When applying online you must make sure that you press 'submit' at the end of your application and that you receive a confirmation email which sets out your preferences and confirms your application reference number.
- If you do not receive a confirmation email you should check your application to ensure its status has been changed to 'submitted'.
- If you write to us or submit information to support an application, remember to include your child's name, date of birth and application reference number (if you applied online).
- If your child has an education, health and care plan, there is a separate process and you will receive more information from your child's SEND Case Officer.