

Timetable for processing main round Year 7 applications for September 2021

(The numbers in brackets refers to paragraphs of this guidance.)

w/c 7 Sept 20	Schools check their details on Hantsweb: www.hants.gov.uk/educationandlearning/findaschool and notify Admissions Team of any amendments required (4)
14 Sep 20	APPLICATIONS OPEN Parents can apply online at http://www.hants.gov.uk/admissions or request a paper Y7 Application form from the school (9)
14 Sep – 31 Oct 20	Schools date stamp, check and send electronically a copy of all paper application forms received to the Admissions Team each week (9c, 10) All applications received will show on SOAP (2)
26 Oct – 30 Oct 2020 OCTOBER HALF TERM	
31 Oct 20	CLOSING DATE FOR APPLICATIONS. Parents must have applied online by midnight or returned a completed paper form to school by this date (12)
1 Nov 20	From this date, any parent requiring a Year 7 place must make a late application. Parents can apply online at http://www.hants.gov.uk/admissions or request a paper Y7 Late application form from the school (16)
2 Nov 20	Schools to send final batch of on-time paper applications to the Admissions Team (10)
Nov-Dec 20	The Admissions Team will advise schools when to check criteria claims, e.g. siblings, children of staff and notify Admissions Team of any incorrect claims (13)
21 Dec 2020 – 01 Jan 2021 CHRISTMAS HOLIDAY	
6 Jan 21	Last day for changes to on-time applications (15)
7 – 14 Jan 21	Aided, foundation and academy schools and schools with school-specific criteria rank their applications on SOAP (16)
15 Feb – 19 Feb 2021 FEBRUARY HALF TERM	
22 Feb 21	Aided, Foundation & Academy schools revisit the ranking of applications to ensure all applications received have been considered, including late applications.
1 Mar 21	NOTIFICATION DATE (18) Admissions Team sends application outcomes to parents: <ul style="list-style-type: none"> • by e-mail to online applicants. Parents can also log into the online system to see their outcome. • by letter (2nd class post) to parents who applied on a paper form SOAP shows live view of allocations and subsequent withdrawals (2) Schools to ensure all late applications received to date have been sent to the Admissions Team.
9 Mar 21	Late applications received before 1 March will be considered, together with any unsuccessful on-time applicants, for any available places, including those declined between 1 March and 8 March. Any on-time applications where evidence of a change of circumstances e.g. change of address, was provided after 6 January will be taken into account. Priority for places will be given in accordance with the school's published admission criteria.
10 Mar 21	Waiting lists established for oversubscribed schools to include all unsuccessful on-time applicants and late applicants (whose applications were received before 1 March) and ordered in accordance with the admissions criteria (21)
10 Mar – 31 Aug 21	Late applications received on or after 1 March will be considered, in date order. Admissions Team continue to offer places from the waiting list as they become available. Applications received by schools to be sent to Admissions Team for processing (9c & 10). Schools can view all new applications, offers and withdrawals on SOAP (20)
2 Apr – 16 Apr 2021 EASTER HOLIDAY	
Mid May	Appeal schedule begins.
10 Jun 21	Unallocated places in SEN resourced units reallocated from the waiting list (25)
Until 31 Aug 21	Admissions Team continue to process all applications and make offers/refusals except where ranking cannot be determined without reference to the school.