

Admissions timetable for processing Year 3 applications – Infant to junior school transfer in September 2023

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

w/c 5 Sep 2022	Schools check their details on Hantsweb: www.hants.gov.uk/educationandlearning/findaschool and notify Admissions Team of any amendments required. Schools also check the school website to ensure it contains all the required information for parents (4)
24 Oct – 28 Oct 2022 OCTOBER HALF TERM	
01 Nov 2022	APPLICATIONS OPEN - Parents can apply online at http://www.hants.gov.uk/admissions or request a paper <i>Y3 application form</i> from any Hampshire school (9)
1 Nov 2022 – 15 Jan 2023	Schools date stamp, check, and send electronic copy of all paper application forms received to Admissions Team each week (9c &10) All applications received will show on SOAP (2)
19 Dec 2022 – 02 Jan 2023 CHRISTMAS HOLIDAY	
15 Jan 2023	NATIONAL CLOSING DATE for applications. Parents must have applied online by midnight or returned a completed paper form by this date (12)
From 16 Jan 2023	Any parent requiring a Year 3 place must make a late application either online at http://www.hants.gov.uk/admissions or by requesting a <i>Y3 Late application form</i> from the school (17)
17 Jan 2023	Schools to send final batch of on-time Year 3 application forms to the Admissions Team (10)
During Feb 2023	The Admissions Team will advise schools when to complete the following checks and notify Admissions Team of incorrect claims: (13) <ul style="list-style-type: none"> • Medical/social claims • Sibling claims • Children of staff claims • Faith (for church schools to ensure they have received the necessary evidence)
6 – 10 Feb 2023	Aided, foundation and academy schools rank list of applications on SOAP (16)
10 Feb 2023	Last day for changes to on-time applications (15)
13 Feb – 17 Feb 2023 FEBRUARY HALF TERM	
27 Mar 2023	Aided, Foundation & Academy schools revisit the ranking of applications to ensure all applications received have been considered, including late application (16)
3 Apr – 14 Apr 2023 EASTER HOLIDAY	
17 Apr 2023	NATIONAL NOTIFICATION DATE (18) Admissions Team sends application outcomes: <ul style="list-style-type: none"> • by email 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 continue sending <i>Y3 Late application forms</i> to the Admissions Team. (17c)
25 Apr 2023	Late applications received before 17 April 2022 will be considered, together with any unsuccessful on-time applicants, for any available places, including those declined between 17 and 24 April. Any on-time applications where evidence of a change of circumstances e.g. change of address, was provided after 10 February will be taken into account. Priority for places will be given in accordance with the school's published admission criteria (20)
26 Apr 2023	WAITING LISTS ESTABLISHED for oversubscribed schools to include all unsuccessful on-time applicants and late applicants (whose applications were received prior to 17 April), ordered in accordance with the admissions criteria (21)
From 26 Apr 2023	Late applications received on or after 17 April will be considered, in date of receipt order (20) Admissions Team continue to offer places from the waiting list as they become available. Late applications received by schools to be sent to Admissions Team on receipt, for processing. Schools can view all new offers and withdrawals on SOAP.
Mid Jun	Appeal schedule begins.
12 Jun 2023	Unallocated places in SEND resourced units reallocated from the waiting list (25)
Until 31 August	Admissions Team continues to process applications and make offers/refusals except where ranking cannot be determined without reference to the school.