

Applying for a school place - Guidance notes for Hampshire residents

*This form **cannot** be used to apply for a school place in September 2012 before 1 March 2012 (for secondary applications) or before 19 April 2012 (for primary applications). Please visit www.hants.gov.uk/admissions for full details of how to apply for a place in September 2012 or contact the County Admissions Team on 0845 603 5623.*

If you are a Hampshire resident applying for a place in a school at any other time, you must use the accompanying form *Application form for a school place*. If you live outside Hampshire, you should contact your home local authority.

You must complete an application for each school you wish to apply for. You are advised to visit your preferred school(s) and obtain a copy of the prospectus for each school. These contain important information about admissions. **Voluntary aided (VA), foundation and academy schools** may also require a supplementary information form. Please check in the school's prospectus. Supplementary information forms must be returned to the school.

Your application will be considered using the school's admission policy. The school will normally let you know the outcome of your application in writing within ten school days of receipt.

If you are offered a place, you will be expected to take up the place within four school weeks of the date of the offer (except for applications in the summer term for September 2012 – see below). Failure to do so will result in the offer being withdrawn.

If your application is unsuccessful, you can ask the school to put your child's name on the waiting list. You also have the right of appeal against any decision to refuse admission. Details of waiting list arrangements and your right of appeal will be provided in any refusal letter.

Applications for places in September 2012 in year groups which are not the usual point of entry for the school will be considered from Monday 11 June 2012.

If you need help finding a school place, please contact the County Admissions Team on 0845 603 5623 or email the team at admissions.team@hants.gov.uk.

Eligibility criteria for assistance with transport are set out in detail on the Hampshire website and in the County admissions brochure. Please read this carefully before choosing your preferred schools. If you do not apply to your catchment school it may affect your transport entitlement. Changes have been made to discretionary transport entitlements to faith schools.

If you are moving house, evidence of your new address should be attached to your application form. Proof of exchange of contracts or a signed tenancy agreement will normally be accepted. **For service families** with official proof of posting to Hampshire and a relocation date, a Unit postal address or quartering area address will be accepted as the address for the application.

The County Council may investigate the residence details you provide. An offer of a place may be withdrawn if you provide false information.

If you need this document in large print, translated, on audio cassette or in Braille, contact The County Admissions Team on 0845 603 5623.