Guidance Notes
Applying for a school place in-year 2024/25

Complete this form if you need an immediate school place for your child.

This form is for Hampshire schools only. To apply for a place at a school outside of Hampshire, you must contact the school or the Admissions Team for the local authority in which the school is located.

Please bear in mind that if you are offered a place, you will be expected to take it up within four school weeks from the offer date. Exceptionally, applications requesting a September 2025 start are advised to apply from 01 May 2025; the application will be considered on 10 June 2025 and if a place is available, it will be held for the child to start in September 2025.

How to make an in-year application

You can apply online at www.hants.gov.uk/admissions or complete and return this form to the school. Any supporting documentation must be sent to the school.

You will need to provide the school with evidence of your address at the point of application, by providing any two of the following:

- a driving licence
- a council tax bill showing both your name and the home address
- a utility bill (gas, electricity, water) showing both your name and home address
- a bank statement showing both your name and the home address,

or, if you are moving house:

- a solicitor's letter confirming exchange of contracts or a signed tenancy agreement.

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 An offer of a place may be withdrawn if you provide false information.

For UK service personnel and crown servants returning from overseas with official proof of posting to Hampshire and a relocation date, a Unit postal address, a quartering area address or future home address will be accepted as the address for the application. This evidence must be sent to the school. The processing of your application may be delayed until the required evidence is received.

Children 'in care'
Applications on behalf of a child in care must be completed by the child's Social Worker. Applications cannot be accepted from the child's carers. Social Workers should contact the County Admissions Team for further guidance.
Children 'in care' are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Children 'Previously in care' (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted) are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, child arrangements or special guardianship order. One of the following must be attached to your application as evidence of your child's status: (please provide the following document):

- an adoption order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976; or
- a child arrangements/residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1998; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step-parent. 'Staff' includes all those on the payroll of the school who have, (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Receiving the decision

Schools aim to respond to you in writing within 10 school days, but you will be notified in writing within 15 school days.

If you are offered a place, speak to the school to arrange a start date.

If you are refused a place, your child's name will be added to the school's waiting list.

You will also have the right of appeal to an independent panel against the decision to refuse your child a place.

Help finding a school

If you need help finding a school place for your child, please contact the County Admissions Team who will be able to advise you about the nearest school with a place.

County Admissions Team, Children's Services Directorate, Elizabeth II Court North, Winchester, SO23 8UG. Phone: 0300 555 1377 or email: admissions.team@hants.gov.uk

If you need this document in large print, translated, on audio cassette or in Braille, contact The County Admissions Team on 0300 555 1377.