Co-ordinated scheme for admission to school in the main admission round in 2028/29

The scheme has been written in accordance with the requirements of the School Admissions Code, 2021 (published by the Department for Education (DfE)) and applies to all publicly funded schools (community, voluntary controlled, voluntary aided, foundation, trust, academy, and free schools) within the administrative area of Hampshire County Council.

The **main admissions round** is the period during which the local authority (LA) is responsible for coordinating applications for entry to Year R, Year 3 and Year 7 in September 2028. It runs from when applications open until 31 August 2028. The **normal admissions round** is the period during which parents are invited to make their applications for September entry by the national deadlines and subsequently offers are made on the national offer days.

The scheme sets out general principles and processes for the 2028 main admission rounds. Further detail will be provided on the website and in the LA's brochure for parents *'A parent's guide to applying for a school place in the main admission round – School year 2028/29'*. Detailed administrative procedures will be published to schools at the start of the autumn term.

The key purpose of this scheme is to ensure that every child living in the local authority area, whose parent has applied for a publicly funded school place, receives a single offer of a school place on the national notification date.

Information for parents and application forms
The LA will publish its composite prospectus, no later than **12 September** in the offer year, online as well as in hard copy available for distribution without charge to parents on request throughout the offer year.

Details of all Hampshire's publicly funded schools and their admission arrangements will be published on the County website and will be kept up-to date throughout the period in which it is possible for parents to apply for a place for their child. Hard copies of individual school details will be available on request from the County Admissions Team. Own admission authority schools are also required to publish their admission arrangements on their website.

Applications for children resident in Hampshire (not including the administrative areas of Southampton and Portsmouth) must be made to Hampshire County Council, regardless of the status or LA of the publicly funded schools for which they wish to apply.

'Starting school' information will be sent electronically to all early years providers within the County, all publicly funded schools, libraries, Service family HIVES, GP Surgeries, Health visitors, hospitals, leisure centres & country parks, Registry offices, Post offices, CAB offices and Local Parish Councils, who are asked to assist with

making relevant Hampshire parents aware of the need to apply for their child to start school in September 2028.

Hampshire parents whose Year 2 or Year 6 children attend a publicly funded school in a neighbouring LA will be sent information about the application process direct from the Hampshire Admissions Team. (The LA will request information from neighbouring LAs of all Hampshire children attending a publicly funded school in their area in the summer term preceding the application year, and where the information is provided, the parent will be written to.) All Hampshire applicants will be required to complete Hampshire's Common Application Form, available no later than 6 weeks before the relevant national closing date. Parents can apply online via the County website or using a paper form, available on request from any publicly funded school in Hampshire or the LA. The form allows parents to name up to three schools in preference order. Paper applications can be submitted to Hampshire County Council by sending direct to the County Admissions Team or by handing into any Hampshire maintained school, who will forward the application to the County Admissions Team for processing. If a second on-time application is received from the same parent for the same child, only the later one will be processed.

Residents of other areas must apply to their home local authority. Parents of Year 2 or Year 6 children attending Hampshire publicly funded schools but living in other LAs can expect to receive information about the application process direct from their home LA.

Supplementary Information Forms
Some schools may require a supplementary information form to be completed to ensure they have enough criteria-related information to be able to allocate places correctly. This form is **additional to, and does not replace**, the home LA's common application form, which must be completed in every case. Voluntary aided, foundation, trust, academy, and free schools must consider an application submitted to Hampshire County Council, even when not supported by a supplementary information form. To be considered, supplementary information forms must be returned to the school by the relevant application deadline below.

Application deadlines
National deadlines are in place for both primary and secondary admission rounds:

31 October 2027 - closing date for secondary school applications (Year 7)
15 January 2028 - closing date for primary phase applications (Years R & 3)

The online form will close at **midnight** on the dates above.

Consideration of applications
In the normal admissions round, all applications for each school will be considered together. Each school's admission policy sets out how applications will be prioritised if the school is oversubscribed. If a child can be offered a place at more than one of their preferred schools, reference will be made to parents expressed preferences and the highest preference available will be allocated. If none of the schools named can offer a place, the catchment school, if places remain, or nearest school with a place will be allocated.

Addresses
On the application, parents must use the child's permanent address on the application deadline (even if they are planning to move after the deadline).

If the child lives at different addresses during the week, the applicant may put only one address on the form as the child's permanent residence. Children who spend part of their week with one parent and part with the other, at different addresses, must use the address at which they spend most of their time. This address will be used for determining school catchment area and distance from school. Residence at weekends and during school holidays is taken into account.

Where a child's time is evenly divided between parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the County Council will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child minder, the address registered for child benefit and with the child's GP.

Evidence of Address
Either during the application process or after the offer of a school place, parents may be asked for proof of address. The required evidence is detailed on the web page: www.hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation
The County Council will investigate allegations of false addresses and may monitor residency details particularly if use of a temporary address causes concern.

In all other circumstances, if the address on the application is not the child's normal address, then the applicant must provide a Child Arrangements Order, issued by a court, for the address to be considered.

For house moves after the application deadline parents will be asked to provide evidence of their new address.

- Applicants who provide new address evidence to the County Admissions Team by 7 January 2028 (Year 7 applicants) or 4 February 2028 (Year R and Year 3 applicants) may have their original on-time application updated with the new address and may also change the schools named in their original on-time application if the original preferences are no longer appropriate.

- Address evidence received after 7 January 2028 (Year 7) or 4 February 2028 (Year R and Year 3) cannot be considered for the on-time application. It will be used to communicate the outcome of the application only.

Parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families & Crown servants with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

Co-ordination with other local authorities
Information about Year 6 and Year 2 out-county pupils will be exchanged between LAs during the summer term preceding the application year.

On-time applications for schools in neighbouring LAs will be recorded by the Admissions Team and then sent to the maintaining LA of the school in order that they can be considered in the normal admissions round alongside home LA applications (refer to timetable on page 7). Information about offers of places will be exchanged. All offers for on-time applicants will be made by the home LA on the national notification date.

The main round admission process will be coordinated with neighbouring authorities beyond each notification date and until 31 August 2028 and will include the allocation of school places for September 2028 to late applicants.

Notification dates
On the relevant date below, Hampshire County Council will send e-mails or letters to all Hampshire parents who applied on-time, informing them of the outcome of their application.

1 March 2028 - National notification date for secondary applications (Year 7)
17 April 2028 - National notification date for primary applications (Year R & 3)

Minutes of governing body meetings which are available to the public before the notification date must not give any indication of possible allocations.

Late applications
Hampshire parents who do not submit an application before the national deadlines, will be able to apply online via the County Council website or using the County's Late Application Form, available on request from all publicly funded schools in Hampshire or the LA. These must be submitted to Hampshire County Council by sending direct to the School Admissions Team or by handing in to a Hampshire maintained school. Late applications will be considered after all on-time applications, unless there are exceptional circumstances that warrant consideration as on-time.

Secondary:
Late applications for each school **received after 31 October 2027 and before 1 March 2028** will be considered on **13 March 2028** together with any unsuccessful on-time applicants, for any available places. This includes places declined by successful on-time applicants between 1 and 12 March 2028. Priority will be given in accordance with the school's published admission criteria. All applicants who are not offered a place and are not successful with a higher preference school will be added to the waiting list when it is established on 14 March 2028. Late applications received on or after 1 March will be considered from 14 March 2028, onwards in date order.

Primary:
Late applications for each school **received after 15 January 2028 and before 17 April 2028** will be considered on **28 April 2028** together with any unsuccessful on-time applicants, for any available places. This includes places declined by successful on-time applicants between 16 and 28 April. Priority will be given in accordance with the school's published admission criteria. All applicants who are not offered a place and are not successful with a higher preference school will be added to the waiting list when it is established on 2 May 2028. Late applications received on or after 16 April will be considered from 2 May 2028, onwards in date order.

Late applications for schools in other LAs received by 7 January 2028 (secondary) or 4 February 2028 (primary) will be forwarded on those dates. Applications received after this date will be transferred on the day after the relevant notification date. Subsequent late applications will be transferred within 5 working days to the maintaining LA for consideration. On receipt of a decision from the maintaining LA, the decision will be notified to the parent by Hampshire County Council. Where Hampshire County Council is notified of a late application from a resident of another LA, the intention is that a decision will be sent to the home LA within 10 working days.

Where a late application is received for a publicly funded Hampshire school which is its own admission authority, the application will be forwarded immediately to the school. The school will be required to give a decision on the application to the LA within 5 days.

As in the normal admissions round, where more than one of a parent's preferred schools can offer a place, the highest preference available will be allocated. Where none of a parent's preferred schools are available, the nearest school with a place will be allocated, unless the parent already holds a place at the catchment or nearer school.

The aim of the co-ordinated scheme is to offer one school place per child. Where subsequent applications result in a second offer for the same child, the first offer will be withdrawn.

Waiting lists
Waiting lists will be established for all oversubscribed schools after all late applications received before the national notification date have been processed, and for all Community and voluntary controlled schools, will be maintained through to 31 August 2029:

- Year 7 waiting lists will be established on 14 March 2028
- Year R and Year 3 waiting lists will be established on 2 May 2028.

Children will automatically be added to the waiting list of any school named as a higher preference than the school allocated. Parents wishing their child to be included on the waiting list of another school named in the application must inform the authority in writing.

Each waiting list will be ranked according to the admission policy for the school with no account being taken of the length of time on the list. When a place becomes available it will be allocated to the child at the top of the waiting list on that date. Offers to Hampshire residents from the waiting list will be made by the LA. Offers to

residents of other LAs will be sent electronically to the home LA who will notify the parents.

Appeals
If a child is refused admission to a school, the parent will have the right of appeal to an independent appeal panel against the decision to refuse. Information about the waiting list and the right of appeal against the decision will be advised in the notification letter. A timetable for appeals will be published on the County website by 28 February 2028.

Appeals for community and controlled schools are managed by the Hampshire County Council's Independent Appeals Service. The governors of foundation, voluntary aided, academy and free schools are responsible for their own independent appeals arrangements.

Duties of schools which are their own admission authority
Governing bodies of schools which are their own admission authority (voluntary aided, foundation and trust schools, academies and free schools) must forward to the Admissions Team any application made to the school direct together with any supporting documentation provided by the parent (regardless of whether the parent making the application resides in the administrative area of the County Council). Governing bodies of such schools must rank all applications to the school in accordance with the school's admission criteria unless they have asked the local authority to do this on their behalf. Governing bodies must notify the Admissions Team of their ranking within the prescribed timescales.

Duties of the Local Authority
Hampshire County Council will co-ordinate all applications and offers with all own admission authority schools in the County and with other relevant LAs, according to the timetable in this scheme. On the notification dates, on behalf of the governing bodies of own admission authority schools in the County and on behalf of other LAs, the County Council will notify Hampshire parents of the outcome of their applications.

Timetable of coordination for secondary phase applications

31 October 2027	**Closing date for applications**
14 November 2027	LA transfer of applications data to other LAs
7 January 2028	Last day for changes to on-time applications following significant change of circumstances LA transfer of late applications to other LAs
w/c 10 January 2028	Aided, foundation and academy schools and schools with school-specific criteria submit ranked lists of applications to LA
Mid Jan to mid Feb 2028	First provisional allocation list sent to other LAs, followed by coordination of offers (including informing any other LA of outcome of application of other LA child)
1 March 2028	**Notification date**
2 March 2028	Remaining late applications transferred to other LAs
13 March 2028	First notification date for late applications received after the closing date and before the notification date
14 March 2028	Waiting lists for oversubscribed schools established LA makes Common Transfer Files (CTF) containing offered pupil's records available schools via the Education Information Hub (EIH)
Mid-May onwards	Appeals

Timetable of coordination for primary phase applications

15 January 2027	**Closing date for applications**
30 January 2028	LA transfer of on-time application data to other LAs
4 February 2028	Last day for changes to on-time applications following significant change of circumstances LA transfer of late applications to other LAs
w/c 21 February 2028	Aided, foundation and academy schools and schools with school-specific criteria submit ranked lists of applications to LA
End of Feb – 31 March 2028	First provisional allocation list sent to other LAs followed by coordination of offers (including informing any other LA of outcome of application of other LA child)
17 April 2028	**Notification date**
18 April 2028	Remaining late applications transferred to other LAs
28 April 2028	First notification date for late applications
2 May 2028	Waiting lists for oversubscribed schools established LA makes Common Transfer Files (CTF) containing offered pupil's records available schools via the Education Information Hub (EIH)
Mid-June onwards	Appeals