

Enquiries to School Admissions Team

My reference

Direct Line 0300 555 1377

Your reference

Date Date

E-mail [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)

Dear Parent

## Applying for a Year 3 Junior School place

This letter contains important information about how to apply for your child's junior school place for September 2025.

### How to apply

Applications open for Hampshire residents on Friday 1 November 2024. You can apply online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions). You must apply to Hampshire County Council even if you wish to apply for schools in another local authority.

If you do not live in Hampshire (including Portsmouth and Southampton) you must apply through your home local authority.

### Using the online system (Education Online Portal)

If you have used the Education Online Portal before, you will be able to log in using the same e-mail address and password. Please check your details are up to date in the 'My Account' section of the portal before starting your school application.

If you have not used the online portal before, you will need to register by clicking on the 'Register' button and following the onscreen instructions. You will be sent an e-mail from the system containing a link to the log in screen. You can then log in using your e-mail address and password.

**The deadline for applications is midnight on Wednesday 15 January 2025.**

Director of Children's Services  
Stuart Ashley

It is very important that you submit your application by this date. Applications received after the deadline will not be considered until after all on-time applications have been processed, which means late applicants are less likely to be offered a place at one of their preferred schools.

### **Before completing your application**

Before completing your application, please read the online guidance about applying for a school place at [hants.gov.uk/admissions](https://hants.gov.uk/admissions). The website also contains an A – Z of all Hampshire maintained schools, including details of each school's admission arrangements, contact details, Ofsted reports etc.

Junior schools will hold open days/evenings. It is recommended that you visit the schools you are interested in, including your catchment school. Schools also publish information on their website and in their prospectus, available from schools on request.

Some schools, particularly faith schools, may require you to complete a supplementary information form (SIF) in addition to the Hampshire application form. Please check the admission policy for each of your preferred schools to find out if a supplementary information form is required.

Before choosing which schools to apply for, you will need to think about how your child will get to school. Visit [hants.gov.uk/educationandlearning/schooltransport](https://hants.gov.uk/educationandlearning/schooltransport) to help plan your journey and find out what criteria must be met to be eligible for help with transport. Where parents name their catchment school as one of their three preferences and a place is not available, assistance may be offered to the closest school, where the other qualifying eligibility criteria is met. You should therefore name your catchment school as one of your preferences if you wish to be considered for assistance with transport.

If you are unable to apply online or are having difficulties accessing the online information, please email the Admissions Team for assistance at [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk).

Yours sincerely



**Kerry Bond**

**Principal Admissions Officer – Primary Team**