

## No internet?

If you don't have internet access at home, why not visit your local library? Just call **03456 009 009** to book a computer and you can use the internet for free.

To request a paper application form or for all other enquiries, you can call us on **0300 200 1004**.

[surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions)

## Important dates

### 1 September 2017

You can apply online for a school place.

### 20 October 2017

We suggest you submit your secondary application by this date as this is the Friday before the half term holiday.

### 31 October 2017

Closing date for secondary applications but we welcome early applications.

### 1 March 2018

Secondary school offer letters are posted first class. If you applied online you will be sent an email in the evening with the outcome and you can also view your school offer online.

### By 15 March 2018

You must confirm whether you wish to accept or decline the place you have been offered.

### By 29 March 2018

If you wish to appeal for a community school listed on your form, you should submit it by this date so that it can be heard by 18 June 2018. Other schools may have different appeal deadlines.



SURREY

## Is your child in year 6?

If your child was born between 1 September 2006 and 31 August 2007 you will need to apply for a secondary school place by **31 October 2017**.

Apply online  
apply on time by  
31 October 2017



## How do I apply?

- The quickest and easiest way to apply for a school place is online. Visit [surreycc.gov.uk/admissions](https://surreycc.gov.uk/admissions) to access the application form and more information on the application process and admission arrangements for Surrey schools. It is important that you consider this information carefully when you make your application.
- You can start your online application any time from 1 September 2017 but you must have completed it by 31 October 2017. This is just after the half term holiday so we would suggest you submit your application by Friday **20 October 2017**.
- You can download the app **ParentComms** to your mobile device to receive notifications about your application.
- Once you have submitted your application you will receive a confirmation email.
- On **1 March 2018** you will receive an email with the outcome of your application and, if you have registered for **ParentComms**, you will also receive a notification with the outcome.
- You will need to accept or decline your offer of a school place online by **15 March 2018**.

## What else do I need to know?

- School open days will usually be held in September or October and you should contact schools directly to arrange a visit.
- You can name up to six schools on your application form, in the order that you prefer them. Where possible the local authority will allocate a place at one of these schools.
- Schools will not know where you have ranked them on the application form so the order of your preferences does not disadvantage you.
- The local authority has a duty to provide a place for your child but it does not have to be at one of your preferred schools.
- If you have an older child already at the school, you must still apply for a younger child.
- If you have more than one child applying for a school place, you must make a separate application for each of them.
- If you live in Surrey you must apply to Surrey, even if the schools you list are outside Surrey.
- Some schools may need you to submit a supplementary information form in addition to the application form. Find out more about supplementary information forms at [surreycc.gov.uk/admissions](https://surreycc.gov.uk/admissions).
- If you are registered for council tax you must supply the name of the borough or district and the council tax account number for the property where your child normally lives. Otherwise you will be asked to provide evidence of where your child lives.
- When applying online you must make sure that you press '**submit**' at the end of your application and that you receive a confirmation email which sets out your preferences and confirms your application reference number.
- If you do not receive a confirmation email you should check your application to ensure its status has been changed to 'submitted'.
- If you write to us or submit information to support an application, remember to include your child's name, date of birth and application reference number (if you applied online).
- If your child has an education, health and care plan you will receive a personalised admissions pack which will tell you how to apply for a school place.