



St Joseph's Catholic Infant School

Part of the St Thomas Catholic Academies Trust
(working in partnership with Buckinghamshire County Council Admissions Team)

Starting School or Moving from
Infant to Junior School –
September 2023



How to apply for a school place?

- If you live in Buckinghamshire visit www.buckinghamshire.gov.uk/admissions between 04 November 2022 and 15 January 2023 to make your application.
- If you live elsewhere you need to apply via your own Local Authority (council) website.
- All you need is an email address.
- You can apply using a computer, ipad, laptop or smart phone.
- Make a note of which email account you have used and your password!
- Use an email address you know you can access even if not in work
- You will be reminded if an application has not been submitted.
- You can accept the place offered online.
- The deadline for applications is **midnight on 15 January 2023.**

Making an application

When you apply you can:

- List up to **6** schools including out of county schools (do not include independent or special schools).

Consider:

- The order of your preferences carefully and put the schools in the order you really want them.
- Including local (catchment) schools that you have a good chance of being offered

Think about

- There is no catchment area for our school – admission criteria is applied to allocate places.
- Check the admission rules for the school to see which rule applies to your child?
- If you have another child already at the school make sure you include that child's details on your application.
- If your child attends the school preschool you still need to apply for a school place.
- As a faith school there is a supplementary form that must be completed
- Some schools have an exceptional 'medical or social needs' rule. If you think this applies to you let us know and send in your independent evidence.
- How will you get your child to school - transport is given to the nearest primary school if it is over 2 miles away and your child is under eight and 3 miles if your child is over eight.

What happens in the Autumn term?

- You will need to send evidence to show where you live when you submit your online application.
- **If you are the council tax payer:**
 - you will just need to provide your council tax reference number
- **If you are not the council tax payer:**
 - you must send us an electricity bill (no more than 3 months old) which shows usage for the property where you and your child live. This can either be a scanned paper bill or a digital copy downloaded from your supplier.

Apply online by the deadline of **midnight on 15 January 2023**. Do not miss this deadline
www.buckinghamshire.gov.uk

What happens in the Spring term?

- Your home council tells you which school your child has been allocated.
- **Online** - you will receive an email on 17 April 2023 (after 11 am) with your child's allocation. You can log on to the online portal to accept the place from 2pm.
- **Paper** - letters will be posted on 17 April 2022 or offers will be emailed out to you if you have provided an email address.
- You have until 01 May 2023 to accept the place offered.

What happens in the summer term?

National Primary Offer Day 17 April 2023

If you applied online:

- Offer emails sent 17 April.
- You can log on and accept the school place.

If you applied using a paper application

- Offer letters posted or emailed on 17 April.

All Applicants:

- Automatically added to the waiting list for any higher preferences that could not be offered.
- You can register an appeal.
- You have 14 days to accept the offer.

- Many children attend an introductory session at their allocated school. For most schools this is the first Tuesday in July and is known as Transition Day.

Key Messages!

Apply on time:

By midnight on 15 January 2023

Do not leave this until the last minute



- Use an email address that you will still be using in April and keep your user name and password somewhere safe!
- List the schools in your **true** preference order
- Consider putting your catchment/local school down as one of your preferences.
- Be realistic with the schools you list
- Visit the schools, ask questions and make your own decision rather than depend on other people.
- Check admission rules - Catholics have priority at our school but not all children who attend are Catholic. Who attends our school depends on the number of people applying under each admission criteria and this varies greatly year on year.

Further Information

Visit the county website at www.buckinghamshire.gov.uk There is information on the website about last years allocation which you can use as a guide

Contacting the Admissions Team www.buckinghamshire.gov.uk/contactadmissions

Contact us – 01296 484618

Visit our website – www.stjospehsrinfant.bucks.sch.uk