



Head Teachers/Centre Managers
All Primary, Infant, Junior, Nursery Schools,
Children's Centres and Early Years Centres.

Reply to School Admissions
Telephone 0117 9037694
E-mail school.admissions@bristol.gov.uk
Date September 2023

Dear Colleague

Reception Admission – September 2024

Establishments with children born between 1st September 2019 and 31st August 2020 should ensure that all their parents are aware that they must make an application for Reception in September 2024 **by midnight on 15th January 2024**. I enclose a pdf flyer which I would ask you to bring to parents/carers attention.

You may wish to contact parents/carers via Facebook, Twitter, and Group Text, as well making information available on the school's website and by issuing paper or on-line newsletters.

Please make it clear to parents/carers when carrying out pre-school home visits or meetings that they must apply separately for a Reception school place by the closing date of 15th January 2024.

School Admissions information is available [on-line](#) for parents/carers to view and download.

Our preferred method of application is on-line and we would ask you to encourage parents to apply on-line where possible.

On-line is the preferred method of application because:

- The system helps applicants by checking for errors
- There is no risk that applications will be lost in the post
- It is quick and easy to do
- Applicants will receive an immediate email confirming that their application has been received.
- Applicants will receive email notification of the outcome of their application on the same day as the offer letters are posted.

We would also encourage you to consider allowing parents/carers to use facilities in school. Applications made in the Parents Portal must be made using the parent/carer's email address to enable the notification email to be issued on national offer day.

C h i l d r e n A d u l t a n d E d u c a t i o n

School Admissions
Bristol City Council (City Hall)
PO Box 3399
Bristol
BS1 9NE

Ali Mannering
Trading with Schools
Head of Service

Website
www.bristol.gov.uk/schooladmissions

You may wish to assist in creating a free email account such as a Gmail or Hotmail for parents/carers who do not hold one. Alternatively, you can assist parents by making an application in the Establishment Portal. Please print a copy of the summary page for parents as a record of their application, confirming the information is correct before submitting the application to the local authority. The outcome of applications made via the Establishment Portal will be made by letter, posted to the parent's home address on national offer day.

Please remind parents that the national submission date for on-time applications set by Central Government for a Reception school place for September 2024 is **midnight on 15th January 2024** and this is when the on-line system will close.

Paper applications received after this date and time will be treated as late applications and a school place will NOT be allocated in the first round of offers.

Children whose parents are unable to apply on-line

If parents/carers are unable to apply on-line they can apply using a paper application form. Application forms are available from School Admissions upon request or can be downloaded from our website. You may wish to download an application form for a parent/carer who does not have access to a computer.

Children living outside the Bristol LA area

Parents/Carers of children living outside Bristol City Council area **must** apply on their **Home LA** common application form (i.e. where they pay Council Tax). We are unable to process any application made in error to us.

Children with an Education, Health and Care Plan

You should make clear that there is a separate procedure. The SEND team will be sending a unique application form to each of these children. They should NOT apply on-line. The SEND Team will still need to check that the school understands and can meet the child's needs as set out in the Plan before a place can be offered.

In a few cases, it may be that the key stage transfer review recommends that the child transfers to a special school or resource base. In such cases you should check with the SEND Team whether this recommendation has been agreed and a final decision taken.

The national statutory offer date is 16th April 2024.

All children for whom an application has been received will be made an offer of a school place. The statutory common date for all Local Authorities to notify parents/carers of the outcome of their application is 16th April 2024.

- If a parent applied on-line an email will be sent notifying them the outcome of the application. School places can be accepted or declined on-line by following the instructions given.
- If a paper application was made, a letter will be sent on 16th April 2024 advising the outcome of the application.
- Parents who applied via the parent portal will receive a message on 16th April 2024 to log into their account to view the outcome of their application.

Thank you for your assistance in distributing this information and for promoting the on-line application service. If you have any queries about any of the guidance in this letter please contact me or the School Admissions team at: school.admissions@bristol.gov.uk or call: 0117 903 7694.

Yours sincerely

Hayley Leman

School Admissions Lead

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