

**ADMISSIONS PROCEDURES FOR YEAR R IN SEPTEMBER 2026 &  
IN-YEAR ADMISSIONS 2025-26**

**For infant and  
primary  
schools**

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## Admissions Team Contacts

For all your admissions enquiries please email [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) or phone the Admissions Team:

**Phone lines are open from 9am – 2pm daily**

*If you need to contact us urgently outside these times, please send an email and we will try to respond immediately.*

|                               |                           |
|-------------------------------|---------------------------|
| Admissions Assistants:        | 0370 779 4867 (Lea)       |
|                               | 0370 779 7289 (Hannah)    |
|                               | 0370 779 2276 (Kanisha)   |
|                               | 0370 779 XXXX (Deborah)   |
|                               | 0370 779 XXXX (TBC)       |
| Senior Admissions Assistants: | 0370 779 8232 (Charlotte) |
|                               | 0370 779 1668 (Lisa)      |
|                               | 0370 779 7202 (Mandy)     |
| Senior Admissions Officers:   | 0370 779 8865 (Julie)     |
|                               | 0370 779 1201 (Clare)     |

### Postal Address

Admissions Team, Children's Services,  
Hampshire County Council, The Castle, Winchester, SO23 8UG

**Courier code:** 6/831

**Telephone number for parents:** 0300 555 1377

## Keeping you informed: Information Hub and SOAP

**Information Hub for Educational Settings – Admissions SharePoint page:**  
<https://hants.sharepoint.com/sites/InformationHubforEducationalSettings/SitePages/Admissions.aspx>

On this page, you will find:

- Admissions Guidance for Schools
- Model letters and forms
- SOAP and Hub User guides
- Hampshire Admissions Forum membership and minutes of meetings

**Information Hub for Educational Settings – data sharing site**  
<https://hants.sharepoint.com/sites/ESIHFiles/>

On this site, you can:

- Download your admission policy (community and VC schools only)
- Upload your admission policy (own admission authority schools only)
- Download Admission Transfer Files (ATFs)
- View main round withdrawals

A detailed user guide for the hub, including who to contact for support, is available on the Hub's Admissions page.

### **SOAP (Schools Online Admissions Portal)**

SOAP provides a LIVE view into the County Council's central admissions database where you can see:

- All applications to your school (main round and in-year)
- Waiting lists

It also has several interactive features which enable schools to:

- Record outcomes of in-year applications
- Record parental acceptances and refusals
- Rank waiting lists
- Rank main round applications (own admission authority schools only)
- Verify sibling claims

A detailed user guide is available on the Information Hub.

For technical support with SOAP, including requests for SOAP access and password re-sets, please email [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk).

## **Maintaining pupil records – Schools data feed**

Schools are responsible for ensuring that the pupil level data on their management information system is accurate and kept up to date. The County Council's central records are populated via regular remote polling of schools' SIMs or other information management system records.

### **a) Changing a pupil's address**

Where a parent notifies you of a change of address for their child (via completion of the emergency contact form or otherwise), you must request evidence to substantiate residence at the new address i.e. Council tax bill; utility bills or driving licence. This ensures that the address details held by the County Council are always validated and correct.

Please ensure that you complete all required address fields on the management information system, using the correct postal address and postcode as this will ensure a smooth transfer of data into the County's central database.

## **b) Changing a pupil's name**

To change a child's legal or 'known as' name, the consent of all those with parental responsibility (PR) is required. For example, if you receive a request from a mother seeking to change a child's name, you will need to determine whether the father has parental responsibility and if he has, that he also consents to the change of name.

The father will have PR if:

- he has been married to the mother at any time since the child's birth or he is named on the birth certificate or
- there is a court order in his favour giving him PR or
- the parents have signed a PR agreement which gives him PR.

You will therefore need to see the following documents before registering/changing the child's name on your records: -

1. The child's birth certificate
2. The Deed poll document or letter requesting the change:
  - If the deed poll document or letter requesting the change is signed by **both** mother and father this will be enough to change the child's name on your records as this is evidence that both agree with the change of name.
  - If the deed poll document or letter requesting the change is only **signed by mother**, the school should ask mother if father has PR. If mother confirms **that father does not have PR** for the child, the school should request mother confirms this in writing.
  - If the deed poll document or letter requesting the change has **only been signed by mother** and **father has PR** for the child, then you will need evidence in writing from him that he also consents to the child's change of name before registering/amending the child's records.

If the parent produces a passport in the new surname this is enough to change the child's name as appropriate consents will have been obtained prior to the passport being issued.

If there is a court order that a child's surname be changed then this should be complied with.

The following link provides key advice from the DfE about parental responsibility, obtaining consent and changing a child's surname:

[gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility#obtaining-consent](https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility#obtaining-consent)

## Online information for Parents

### The County website

All information about applying for a school place is available on the county website at: [hants.gov.uk/admissions](https://hants.gov.uk/admissions), where parents can also **apply online**.

Please check that your school's details on Hampshire's 'Find a School' pages at: [Find a school in Hampshire | Education and learning | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk) are correct. These pages are populated using a direct feed from the Government's Get Information About Schools (GIAS) website. If your details are incorrect, you must update them via GIAS. To do this you will need to follow these steps:

- Login to: [Get Information about Schools - GOV.UK \(get-information-schools.service.gov.uk\)](https://get-information-schools.service.gov.uk)
- Click on the Edit details button and edit as necessary (fields that are not editable will be greyed out).
- Press continue.

Depending on the field you have updated the update will either happen immediately on GIAS or once the relevant data owner at the DfE has approved the change.

If any other information on your page is incorrect (e.g. the PAN or linked school information) admission policies missing or links to external sites not working, please contact [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)

Your school details page also include a link to your school's admission policy for 2025-26 (used for in-year admissions) and 2026-27 (used to administer places in the main round). Your 2027/28 policy will also be published from 15 March 2026 in line with statutory requirements.

### Your school website

To provide parents with the information they need to apply for a place, there are several things that you are legally required to publish on the school website. These are:

- Your 2025/26 admissions policy (for in-year applicants), your 2026/27 (for main round applicants) and from 15 March 2026, your determined admission policy for 2027/28.
- For in-year applications, you must set out on the school website by 31 August 2025, how in-year applications will be dealt with from the 1 September 2025 until 31 August 2026. This must include:
  1. setting out how parents can apply for a school place
  2. providing parents with a suitable application form to complete (this can include a link to the local authority online application at

[hants.gov.uk/admissions](https://hants.gov.uk/admissions)) and the supplementary information form where applicable.

3. setting out when parents will be notified of the outcome of their application and details about their right to appeal (as required by *para 2.30 of the SAC, schools should aim to notify parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school days*)
- Schools must also ensure their website is displaying all the required information, as outlined by the DfE on the following webpage: [gov.uk/guidance/what-maintained-schools-must-publish-online](https://gov.uk/guidance/what-maintained-schools-must-publish-online)

## Starting school admissions flyer

In the week beginning 8 September 2025, each school will be sent a digital *Starting school* flyer to be displayed in school and shared with the school community. We appreciate your help in publicising the Year R application process.

The County website ([hants.gov.uk/admissions](https://hants.gov.uk/admissions)) provides the most up-to-date information and guidance for parents applying for a school place. However, a brochure (available to download and print from the website) is still available for those who require one. Parents can also email [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) to request a copy.

## Main round admissions for Year R

### Key dates

- Applications open: **Saturday 1 November 2025**
- National closing date for applications: **Thursday 15 January 2026**
- National notification date: **Thursday 16 April 2026**
- Waiting lists for oversubscribed schools established: **Thursday 30 April 2026**
  
- Late applications received after 15 January and before 16 April 2026 will be considered **on 29 April 2026**. Late applications received on or after 16 April will be considered **from 30 April 2026**.
  
- **The Admissions Team will administer all main round offers after the notification date for *all* schools until 31 August 2026.** Schools must **not** contact parents directly to offer main round September places.

## Timetable for processing main round Year R applications for September 2026

|   |  |
|---|--|
| w/c<br>1 Sept 25                                      | Schools check their details on Hantsweb: <a href="https://hants.gov.uk/educationandlearning/findaschool">hants.gov.uk/educationandlearning/findaschool</a> for accuracy and the school website to ensure it contains all the required information for parents. See section "Online Information for Parents".   |
| w/c<br>8 Sep 25                                       | Schools receive digital version of the 'Starting school' flyer   |
| <b>27 – 31 Oct 2025<br/>OCTOBER HALF TERM</b>         |  |
| 1 Nov 25  | <b>APPLICATIONS OPEN</b> - Parents can apply online at <a href="https://hants.gov.uk/admissions">hants.gov.uk/admissions</a> or request a PDF <i>YR Application form</i> from the Admissions Team in exceptional circumstances.  |
| 1 Nov 25 –<br>15 Jan 26                               | Schools check and email any PDF application forms received to the Admissions Team on receipt. All applications received (online and PDF) are available to view on SOAP.  |
| <b>22 Dec 2025 – 2 Jan 2026<br/>CHRISTMAS HOLIDAY</b> |  |
| w/c 5 Jan 26  | Schools remind parents of application deadline, where possible   |
| 15 Jan 26   | <b>NATIONAL CLOSING DATE FOR APPLICATIONS.</b> Parents must have applied online <b>by midnight</b> or returned a completed PDF form to school by this date.  |
| 16 Jan 26   | From this date, any parent requiring a Year R place must make a late application. Parents can apply online at <a href="https://hants.gov.uk/admissions">hants.gov.uk/admissions</a> or request a PDF <i>YR Late application form</i> from the Admissions Team in exceptional circumstances.  |
| 16 Jan 26   | Schools to ensure all <b>on-time</b> PDF applications received in school have been sent to the Admissions Team.  |
| Feb 26  | Admissions Team will advise schools when to check criteria claims (e.g. medical/social, siblings, children of staff) and notify Admissions Team of any incorrect claims.   |
| 6 Feb 26  | Last day for changes to on-time applications   |
| 9 – 13 Feb<br>26                                      | Aided, foundation and academy schools and schools with school-specific criteria rank their applications on SOAP  |
| <b>16 – 20 Feb 2026<br/>FEBRUARY HALF TERM</b>        |  |
| 23 Mar 26   | Aided, Foundation & Academy schools check their allocation list for accuracy and notify the Admissions Team of any discrepancies.  |
| <b>30 Mar – 10 Apr 2026<br/>EASTER HOLIDAY</b>        |  |
| 16 Apr 26   | <b>NATIONAL NOTIFICATION DATE</b><br>Admissions Team sends application outcomes to parents by e-mail. Online applicants can also log into the online system to see their outcome. Parents who did not provide a valid email address on their application will receive a letter by 2 <sup>nd</sup> class post. SOAP provides a live view of allocations. Details of withdrawals are provided on the Hub data sharing site.<br>Schools to ensure all late applications received to date have been sent to the Admissions Team. |
| 22 Apr 26   | Aided, Foundation & Academy schools rank via SOAP any outstanding late applications.   |
| 29 Apr 26   | Late applications received before 16 April will be considered, together with any unsuccessful on-time applicants, for any available places, including those declined between 16 and 28 April. Any on-time applications where evidence of a change of circumstances e.g. change of address, was provided after 6 February will be taken into account. Priority for places will be given in accordance with the school's published admission criteria.   |
| 30 Apr 26   | <b>WAITING LISTS ESTABLISHED</b> for oversubscribed schools to include all unsuccessful on-time applicants and late applicants (whose applications were received before 16 April) and ordered in accordance with the admissions criteria.  |
| From<br>30 Apr 26                                     | Late applications received on or after 16 April are considered, in order of date of receipt. Admissions Team continues to offer places from the waiting list as they become available. Late applications received by schools to be sent to Admissions Team on receipt for processing. Schools can view all new applications, offers and withdrawals on SOAP.   |

|                            |  |
|----------------------------|--|
| <b>Mid-June</b>            | Appeal schedule begins.  |
| <b>Until<br/>31 Aug 26</b> | Admissions Team continues to process <b>all</b> applications and make offers/refusals except where ranking cannot be determined without reference to the school. |

## Compulsory School Age

Children with birthdays between:

- 1 September and 31 December 2021 (inclusive) reach compulsory school age on 31 December 2026, at the start of the Spring term 2027.
- 1 January and 31 March 2022 (inclusive) reach compulsory school age on 31 March 2027, at the start of the Summer term 2027.
- 1 April and 31 August 2022 (inclusive) reach compulsory school age on 31 August 2027, at the start of the new school year in September 2027.

## Starting school arrangements including deferred entry and delayed admission for summer born children

Pupils born between 1 September 2021 and 31 August 2022 (inclusive) are entitled to full-time schooling from September 2026. However, there is some flexibility for parents who do not feel that their child is ready to start school.

### Deferred entry

Parents can choose to defer their child's admission until later in the school year, but not beyond the start of the term after they reach compulsory school age.

Where a parent decides to defer their child's entry until later in the academic year, the child should be held in the pre-admissions round on SIMs and not put onto the school's roll until their **expected** first day of admission. It is quite possible that a parent who delays their child's start to the beginning of the Spring term, for instance, will claim EYE funding for their child to continue at pre-school for the autumn term. If the child were to be put on roll ahead of the start of the Spring term, it would result in double funding.

### Part-time attendance

Children can attend part-time until they reach compulsory school age.

Parents must discuss their child's starting arrangements with the school once an offer has been secured.

### Delayed admission for summer born children

Parents of summer born children (those born between 1 April and 31 August) can choose not to send their child to school until September 2027 (when they reach compulsory school age). They can also request that their child is admitted outside of their normal age group – into Year R rather than Year 1. In making such a request,

parents would be expected to state clearly why they felt delaying their child's admission to Year R until the following September was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2025 to ensure that an informed decision is made. Guidance on a delayed school start for summer born children, including how to make a request, is available on the County website at [Admission of children outside their normal age group | Education and learning | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/education-and-learning/admission-of-children-outside-their-normal-age-group)

On receipt of requests for delayed admission to Year R, legislation requires that admission authorities **must**:

- Make decisions based on the circumstances of each case and in the best interests of the child concerned.
- Consider the views of the head teacher at the school concerned.
- When informing a parent of their decision on the year group the child should be admitted to, set out clearly the reasons for their decision.

The Local Government Ombudsman (LGO) made it very clear that an Admissions authority is not to consider whether the child would be better off starting school with their chronological peers or not. Their only decision should be whether the child should be admitted into Reception or Year 1 in the following September, taking account of the potential impact on the child joining Year 1 without first having completed the Reception year. See the LGO guidance at: [lgo.org.uk/information-centre/news/2018/dec/guidance-for-councils-on-admitting-summer-born-children-to-school](https://lgo.org.uk/information-centre/news/2018/dec/guidance-for-councils-on-admitting-summer-born-children-to-school)

- If the parent's request to delay their child's admission to Year R until September 2027 is approved, the parent will be able to make an application as part of the main admission round for the following year.
- If the parent's request is refused, the parent can either make an application by the deadline for a Year R place starting in September 2026 or make an in-year application from 1 May 2027 for their child to join Year 1 in September 2027. Please note that there is no right of appeal against an admission authority's decision not to approve their request to delay their child's admission to Year R. However, the parent can make a formal complaint via the admissions authority's complaints procedure.

## Applications

All Hampshire residents (not including Southampton or Portsmouth) applying for a Year R place must apply to Hampshire County Council, either online or in some circumstances, on a PDF form (see 'b', below)

Non-Hampshire residents wishing to apply for a place at your school must apply using their home LA application.

Children who are being assessed for an Education, Health, and Care Plan (EHCP) should apply as above. However, those who already have an EHCP need not apply as their placement will be determined by the SEN team as part of the annual review.

### a) Online applications ([hants.gov.uk/admissions](https://hants.gov.uk/admissions))

The online form will open on 1 November 2025 and will close at midnight on 15 January 2026 (the national closing date).

### b) PDF application forms

As part of the County Council's digital strategy, the County Council will no longer be batch printing paper applications for distribution to families, nor will schools be expected to print applications for parents. We would therefore be grateful for your support with signposting parents to the County Council website to apply online.

There are tutorial videos on the website to support parents in making their online application.

However, a PDF application form (***YR application form***), along with the accompanying privacy notice, will be available on the Information Hub from 1 November 2025, for schools to download and email to parents, which they can either complete electronically or print at home to complete. This form should not be used after the application deadline of 15 January 2026. For applications after this date, please see the section on 'Late Applications'.

If parents are unable to complete the application form by any of the means listed above, please refer them to the Admissions Team. A paper form may be provided in exceptional circumstances.

### c) Receiving PDF application forms

For any paper applications received in school, you must:

- *(for hard copies only)* **date stamp the application form** (and any supporting documentation) on the day of receipt;
- **check that the form has been completed properly:** has the parent signed and dated it?
- *(for hard copies only)* **scan** both sides of the form and any attached evidence;
- **email application on receipt** to [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)

- **keep originals** in case of loss or quality issues with the scanned version.

If you receive an application made on another local authority's form, please return the application to the parent with the letter ***YR Application on another LA's form*** advising them that you cannot accept it and they must apply through their home local authority.

Please ensure that all PDF applications have been sent to the Admissions Team by Friday 16 January 2026.

#### **d) Viewing your applications**

All applications received can be viewed in SOAP. PDF applications will appear on SOAP as soon as they are entered into the central database by the Admissions Team. Online applications will appear on SOAP up to two days after they have been submitted by the parent.

### **Supplementary information forms (SIF) for church schools**

Church schools will need to issue a SIF to parents applying on faith grounds so that you are able to administer your policy correctly. The SIF is **in addition to** the main application that the parent makes to their home local authority. Without the main application to the LA there is no valid application. Parents who wish to be considered on faith grounds in the normal admission round must return their SIF to the school by the application deadline: 15 January 2026.

### **Parents who want to change their application**

#### Before the deadline (15 January 2026)

Online applicants must log back into the online system to change their application. Parents who have applied on a PDF application will need to complete a fresh application or apply online if they wish to make changes. A new application received before 15 January will supersede the previous one.

#### After the deadline and until 7 February 2026

Parents who submitted an on-time application can only change their application if there has been a significant change in their circumstances, for example a house move, or a sibling has started at the school. In the case of a house move, the Hampshire [website](#) outlines what address evidence is required, depending on the type of move. Evidence of the change of circumstances **will need to be submitted to the Admissions Team by 6 February 2026**. Evidence received after this date will not be considered until after the notification date (16 April 2026).

#### After 6 February 2026

No further changes to on-time applications can be accepted after this date unless

exceptional circumstances apply.

You should notify the Admissions Team of any change of circumstances you become aware of which might affect an application. This includes changes after 6 February so that we can ensure any correspondence goes to the right address (for changes of address) and children are placed correctly on waiting lists (where applicable).

## **Application deadline: 15 January 2026**

The national application deadline is Thursday 15 January 2026. The online application system will close at midnight on this date.

Alternatively, PDF forms can be posted or emailed to the Admissions Team or hand delivered to the Admissions Team's office in Winchester by 5pm on Thursday 15 January 2026. To ensure fairness to all, schools must enforce the deadline strictly.

## **Checking your applications**

It is important that all applications, specifically the criteria claims made by parents, are checked for accuracy and validated/invalidated as necessary. This is to ensure that the application is placed in its correct position when ranked according to the school's admission policy.

Shortly after the application deadline (15 January 2026), the LA will run an automated check on all parental catchment claims. You will be notified when this has happened and asked to check for any anomalies.

You will also be required to check all other parental criteria claims, such as those below, and notify the Admissions Team of any invalid claims.

- Medical/social need.
- Sibling claims. You can verify sibling claims directly via SOAP but please **do not perform this check until instructed to by the Admissions Team.**
- Children of staff.

## Applications under the medical/social criterion

Parents seeking priority for a school under the medical/social criterion are required to tick the relevant box on the Year R application **and** provide supporting evidence by the application deadline (15 January 2026). Parents should refer to the school's admission policy to find out what evidence is required. Please note that not all schools include a medical/social criterion within their oversubscription criteria.

The onus is on the parent to ensure they submit their evidence by the deadline. Where it is not provided, the child or family member's medical or social need cannot be considered. The Admissions Team will not be contacting parents to request evidence from those who have only ticked the medical/social box on the form, nor will it pursue evidence on the parent's behalf.

**For community and voluntary controlled schools**, all requests for priority under the medical/social criterion which have been accompanied by supporting evidence received by the deadline will be considered by a panel of Senior Admissions Officers and the school. The Admissions Team will forward relevant paperwork to the school for their consideration. Only where the school and the LA panel both agree that an application satisfies the necessary conditions, will it be considered under the medical criterion.

Where the medical/social criterion is not agreed and the parent is unsuccessful in gaining a place at the school in accordance with the remaining oversubscription criteria, the parents will be sent a letter by the LA on 16 April informing them that the medical/social criterion was not agreed. This letter will advise them to read this letter in conjunction with the email confirming the outcome of their application.

**For own admission authority schools**, any supporting medical/social evidence received will be sent to the school for their consideration. Own admission authority schools are asked to notify the Admissions Team of the outcome so that the child's record can be updated accordingly. Own admission authority schools should also notify applicants in writing of the outcome of their request to be prioritised under the medical/social criterion and the reasons for the decision on the national offer day – 16 April 2026 (and not before). This is separate to the email that the parent will receive from the LA confirming the outcome of their application, which makes no reference to the admission authority's decision whether or not to prioritise the application under the medical/social criterion.

## **Final date for changes to on-time applications: 6 February 2026**

**No further changes to main round applications can be accepted after this date unless exceptional circumstances apply.**

### **Ranking applications**

It is anticipated that schools will be able to see their full list of on-time applications on SOAP by mid-February 2026 and the checking of criteria claims can be undertaken.

Please remember, application lists are confidential and subject to change (especially if your school is near the County boundary and has applications from other local authorities) and must not be shared with anyone beyond the necessary staff members until after the offer date. Minutes of governing body meetings which are available to the public before 16 April 2026 must give no indication of the number of applications received or possible allocations.

#### **a) Own admission authority schools**

Own admission authority schools (Aided, Foundation, Trust schools and Academies) are responsible for ranking their own applications. They must do this in SOAP between 9 – 13 February 2026. [Guidance](#) on using SOAP to rank applications is provided on the Information Hub.

The ranking function in SOAP will be opened again briefly after the national offer date to enable schools rank any outstanding late applications ahead of them being processed from 29 April 2026.

All own admission authority schools are responsible for ranking their own applications in accordance with their published oversubscription criteria, even if they are undersubscribed. Schools whose admission criteria follow the same criteria used in the County policy must still check that the order is correct and thereby take responsibility for its accuracy. Schools will be asked to confirm in writing that they have checked and ratified their list.

#### **b) Community schools with school-specific criteria**

The Admissions Team will liaise with each school with a school-specific criterion to ensure that applications are correctly ranked.

## Late Applications

Parents seeking to apply after 15 January 2026 must make a late application.

### a) Late online applications

Parents can make a late application online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions)

### b) PDF application forms

As part of the County Council's digital strategy, the County Council will no longer be batch printing paper applications for distribution to families, nor will schools be expected to print applications for parents. We would therefore be grateful for your support with signposting parents to the County Council website to apply online.

However, a PDF version of the **YR Late application form**, along with the accompanying privacy notice, will be available on the Information Hub from 16 January 2026, for schools to download and email to parents which they can either complete electronically or print at home and complete.

If parents are unable to complete the application by any of the means above, please refer them to the Admissions Team. A paper form may be provided in exceptional circumstances.

### c) Receiving PDF application forms

Late applications received in school **must be date stamped, checked and forwarded to the Admissions Team immediately** for processing.

### d) Exceptional Circumstances

If you believe that there are exceptional circumstances that the Admissions Team should know concerning a late application **received before 16 April 2026**, please contact the Admissions Team, as we may be able to treat it as on-time.

## National notification date for on-time applicants: 16 April 2026

Applicants will be sent an e-mail confirming the outcome of their application on 16 April 2026. Online applicants will also be able to log into the online system to view the outcome. The e-mail will invite parents to reply only if they no longer require the place.

Any applicants who did not provide an email address on their application will be sent a letter by second class post on 16 April 2026. Parents should allow 2-3 days for their letter to arrive.

## Withdrawals (parents who no longer need the offered place)

All applicants are required to notify the Admissions Team in writing if they no longer need the school place offered. SOAP will be kept up to date with all withdrawals.

If a parent advises the school that they no longer need the place, please ask the parent to put it in writing before advising the Admissions Team **by email**. Please try to establish with the parent where they have secured an alternative place for their child and share this information with the Admissions Team.

Where you have not had contact from a parent despite several attempts, you may need to use the letters **YR No contact** and **YR No contact final** which can be found on the Information Hub. You must keep copies of letters sent as an audit trail of the actions taken. Please contact the Admissions Team if a place needs to be withdrawn. Withdrawal letters will be issued by the Admissions Team.

## Notification dates for late applicants

Late applications **received before 16 April 2026** will be considered on **29 April 2026**, 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. Applicants who were not offered places will be added to the waiting list when it is established on 30 April 2026.

Late applications **received on or after 16 April 2026** will be considered **from 30 April 2026** onwards. Schools must ensure that all late PDF applications received are forwarded to the Admissions Team without delay.

The Admissions Team will send application outcomes by email or by post for any applications who have not provided an email address.

**The Admissions Team will continue to process late applications (i.e. make offers and refusals) throughout the summer term and summer holiday until 31 August, except where the ranking of an application cannot be determined without contacting the school.**

## Waiting lists

Waiting lists for oversubscribed schools will be established (and published on SOAP) **on 30 April 2026**. Lists will include both on-time applicants and late applicants (whose applications were received before 16 April) who were refused a place and not offered a higher preference school. Late applications received on or after 16 April will be considered from 30 April in order of date of receipt.

Waiting lists will be ranked solely in accordance with the school's admission criteria. Date of application and length of time on the list do not affect a child's position on the

**list. Places that become available will be offered in strict waiting list order, by the Admissions Team, from 30 April 2026.**

Academies, Foundation, Aided and Trust schools are responsible for ranking their own waiting lists. The Admissions Team will consult these schools before making offers.

Each time a place becomes available, the place will be offered to the child at the top of the waiting list on the day that it became available. **The Admissions Team will make all available offers and only contact the school as necessary** and update SOAP lists accordingly. It is likely that parents will ring to enquire about their child's position on the waiting list and schools are expected to deal with these enquiries. Parents must be advised that the waiting list is subject to change and their child's position on the list could move up or down depending on any further applications received or offers made.

**The Admissions Team will continue to make main round offers from the waiting list throughout the summer holiday until 31 August 2026 where places are available. The only exception will be where ranking of a waiting list cannot be determined without contacting the school.**

The main round waiting lists will be rolled forward into in-year waiting lists on 1 September 2026 when the main round cohorts start school. Waiting lists for community and controlled schools will be maintained until 31 August 2027, at which point all names will be removed. Parents wanting their child to be considered for a place at the school in the following school year must complete and submit a fresh in-year application in the summer term preceding the new school year.

## **Evidence of address**

Parents will be asked to supply the school with evidence of address and the child's date of birth, by 30 April 2026 (or within two weeks for offers after 16 April).

Parents are asked to provide two of the following as evidence of address:

- a recent household bill showing both their name and the property address e.g. gas, electricity, water, Council Tax bill
- a recent bank statement, credit card statement or store card statement showing both their name and the property address

and for a house move:

- a solicitor's letter confirming that exchange of contracts has taken place or a signed tenancy agreement

Other types of house move address requirements are published at:

[hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation](https://hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation)

There might be circumstances in which an applicant is unable to produce this evidence. If you have cause to doubt the address information provided you may request further evidence to satisfy yourselves. Community and Voluntary Controlled schools should pass address concerns on to the Admissions Team for investigation.

**For UK Service families & Crown servants** with official proof of posting to Hampshire and a relocation date, a Unit postal address, quartering area address or future home address will be accepted for the application, in accordance with the School Admissions Code (Sept 2021).

### **Reminder letters**

There are model letters on the Information Hub for parents who have not brought in evidence of address and date of birth by 30 April 2026. **YR evidence reminder** should be issued by schools, giving parents until 7 May 2026. If no reply is received by this date, **YR evidence reminder final** should be issued. This letter warns that if no reply is received by 14 May, their offer will be withdrawn.

**Please contact the Admissions Team if a place needs to be withdrawn to discuss what contact has been made with the parents.**

**A place cannot be withdrawn without both reminder letters having been sent.** Schools may use their discretion in extending the period for written confirmation in appropriate circumstances.

## **Fraudulent applications**

Each year, a small number of offers of school places are withdrawn after the offer date. These are usually because a parent has made fraudulent use of an address, which has then been reported anonymously by another parent. If you have received such a report, or have your own concerns about a particular address, please pass on any details to the Admissions Team.

The Admissions Team will investigate all concerns brought to its attention and will ask the parent for further evidence, if necessary, before deciding whether or not to withdraw the place.

## **School Transport eligibility**

A child of compulsory school age (term after fifth birthday - which excludes most Reception age children) and under 8 may be entitled to assistance with transport to the nearest catchment (or nearer) school if the distance from home to school, measured by the shortest available safe walking route, is more than 2 miles.

Where parents express a preference for the nearest catchment (or nearer) school and the school is unable to offer a place, transport assistance may be offered to the next nearest school with a place available providing the above distance criterion is met. **Please note that this is very rarely a taxi and there is an expectation that**

**parents will accompany their child on the journey to school.** Parents should name their catchment school as one of their preferences if they wish to be considered for travel assistance.

For further information about transport eligibility, please refer to:

[Travel to school | Education and learning | Hampshire County Council \(hants.gov.uk\)](#)

Parents can also contact the School Transport Team via the following form:

<https://educationforms.apps.hants.gov.uk/p/school-transport-enquiry>

## Admission to resourced SEND provision

For the majority of schools in Hampshire with a resourced provision (RP), the provision places are separate from the school's PAN. Any unfilled places within the RP will remain unfilled until such time they are required by the SEN team.

However, for the small number of schools whose resourced provision (RP) places are included **within** the PAN, any provision places not filled on the national offer date (16 April) by the SEN team will be offered to any remaining mainstream applicants the same day in accordance with the school's oversubscription criteria.

## Infant class size exceptions

Infant Class Size (ICS) regulations state that Infant classes **must not** contain more than 30 pupils with a single teacher. Additional children may be admitted under limited exceptional circumstances **if the admission is outside the normal admissions round**. **These exceptional circumstances are:**

- a) children with statements of SEN or EHC plans specifying a school;
- b) looked after children and previously looked after children;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area for whom there is no other available school within reasonable distance;
- f) children of UK service personnel;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

These children will remain an 'excepted pupil' for the whole time they are in an infant class or until the class numbers fall back to the current infant class size limit (or where the cohort is more than 1FE – the numbers in another class within the cohort fall below 30 providing an opportunity to reorganise the class numbers so that they all comply with the ICS regulations).

**All admission decisions about 'excepted pupils' should be reached in agreement with the School Admissions Team.**

## In-year applications

“A parent can apply for a place for their child at any school, at any time” (School Admissions Code, para 2.23).

Each admission authority is responsible for its own in-year applications.

**For community schools** - the LA is the admission authority and therefore responsible for all admissions decisions. However, the processing of in-year applications is delegated to schools. School office staff should work closely with the Admissions Team to ensure available places are administered correctly.

**For Academies, Foundation, Voluntary Aided, Trust and Free schools** - the Governing Body or Academy Trust is the admission authority and will respond to applications on their own behalf.

### a) Making an application

Parents applying for a Hampshire school, regardless of where they live, can apply either online at [School admissions | Education and learning | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/school-admissions) or direct to the school using a PDF form available for parents to complete electronically or print at home (you can download the application form, guidance notes and privacy notice from [the Information Hub](#), to email to parents):

**[2025-26 In-year application form](#)**  
**[2025-26 In-year application guidance notes](#)**  
**[Application Privacy Notice](#)**

Parents applying for a school outside of Hampshire must apply to the relevant admission authority for the school.

Online applications will be e-mailed to schools on receipt for processing from the following email address: [hampshire.school.admissions@notifications.service.gov.uk](mailto:hampshire.school.admissions@notifications.service.gov.uk)

Please note that it will take up to 2 days before the applications appear on SOAP. **You must ensure that this delay does not result in the applicant missing out on an available place.**

All new applications on SOAP will show as ‘Not Yet Processed’.

### b) Processing an application

You should always aim to notify the parents of the outcome of their application in writing within 10 school days but **must** notify parents within 15 school days (School Admissions Code, para 2.30).

Schools are responsible for checking that the address provided by parent on the application form is the child’s permanent address. This is important as the address will determine how the application is prioritised on any waiting list.

SOAP will show two addresses if the applicant is moving: 1) a Correspondence Address, 2) an Admissions Address. The Correspondence Address shows where the child is currently living. The Admissions Address shows the address where the child is moving to and assuming the appropriate address evidence has been provided, will determine the child's admission criteria and position on the waiting list, i.e. in catchment and distance from school.

**You should ask the applicant for evidence of their new address**, a household bill, or in the case of a house move, proof of exchange of contracts or a signed tenancy agreement will normally be accepted. Further information about what address evidence will be accepted is on the County website:

[hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation](https://hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation)

Please note that a parent/carer can apply for an in-year place up to four weeks before the place is needed (or from 8 June 2026 if requesting a September start) If it is clear from the application that the child will not be able to take the place up within four weeks, please advise the parent/carer that they should re-apply no later than 4 school weeks in advance of the place being needed. You should make a note of your contact with the parent for your records.

**You must contact the Admissions Team before processing an application if any of the following apply:**

- the application is for a looked after child or previously looked after child - see section (i) below
- if the person applying for the place is not the parent of the child
- if you receive an application for a child with an EHCP
- if you are full but believe the child may be eligible for admission under the Fair Access protocol
- if you have any concerns about the application

Assuming none of the above applies,

**If the year group is full, you must:**

- Send a refusal letter to the applicant (see 'c')
- Change the child's application status to 'Waiting List' on SOAP
- If an applicant subsequently asks to be removed from your waiting list, ask them to put it in writing, before changing the application status to 'No Longer Required' on SOAP.

**If a place is available, you should first:**

- Check that your waiting list is ranked correctly and that any 'Not Yet Processed' applications or applications not yet showing in SOAP are taken into account.

- Ensure that the child you are planning to offer was top of the waiting list **on the day the place became available** (if the place became available a day or more ago)
- Contact the applicant who is eligible for the place by telephone *before sending an offer letter*, to check that the address they provided in their application is still correct, and to check that their child can take the place up within 4 school weeks (except for applications processed from 8 June for a September 2026 start).
- If the parent advises that their address has changed, or they do not yet live there (more likely in the case of a future address/house move) or they indicate that their child cannot start within the next four weeks, the place will need to be offered to the next child on the list. You should write to the applicant confirming that you are unable to offer a place at this time for the reasons discussed and the child will remain on the waiting list (if the parent wishes it). You will also need to notify the Admissions Team. If their address has changed, you will need to tell the Admissions Team the correct address and their position on the waiting list will be amended.
- If you are unable to contact the applicant by telephone to check their address is still correct or that they are able to take up the place within 4 school weeks, you must proceed with sending the offer letter.

**Once all the above actions have been taken** you must:

- Send an offer letter to the applicant
- Change the child's application status to 'Place Offered' on SOAP.

You can use 'Accepted by Parent/Carer' and 'Refused by Parent/Carer' to indicate whether the parent has accepted or declined their offer of a place.

Please note that the portal will only record the date on which any status changes are made. Therefore, if you are updating the system on a different date to when the change occurred, you must keep a separate record of the date. This is essential should any part of the process be scrutinised, particularly at appeal.

Do **NOT** use the following statuses as these are not relevant to the processing of in-year applications (but for main round processing only):

No Current Offer  
Refused by School/LA

### **c) Model offer and refusal letters**

On the Information Hub for schools to use: *In-year offer* and *In-year Refusal*.

The *In-year refusal (infant class size)* is to be used by schools where the refusal is based on infant class size legislation, i.e. where a further admission would create an infant class (i.e. Year R, Year 1 or Year 2) of over 30 pupils.

**This is except for children of UK service personnel who must be issued with a standard in-year refusal letter (see below).** This is because children of UK service personnel may, at the discretion of the local authority, be admitted as an exception to the infant class size limit and therefore cannot be refused on this basis that their admission would breach the infant class size limit.

The standard *In-year refusal* is for refusals where infant class size legislation is **not** the basis for the decision.

Refusal letters must contain the reason for the refusal and information about the right of appeal. If you are considering refusing an application for reasons other than the reasons in the model refusal letter, you should seek advice from the Admissions Team as there are very few alternative legal reasons for refusal. You must keep a copy of any refusal letter on file – it will be needed if the parents go on to appeal against the refusal to an independent appeal panel.

## **d) Keeping the LA informed**

All schools (regardless of status) **must** notify the LA of every application received and its outcome as soon as is reasonably practicable but should aim to be within two school days (School Admission Code, para 2.30).

This enables the LA to maintain an up-to-date picture on the availability of places but also to know about any children who may not have any school place and action accordingly.

This includes PDF applications received directly to school which should be scanned and emailed to the Admissions Team on receipt for entering into SOAP.

Outcomes for all applications must be recorded via SOAP (separate instructions/guidance on the Information Hub)

All schools must also provide their numbers on roll and school organisation information whenever requested by the LA, to allow the LA to provide parents with information about availability of places in the area. Schools are reminded that this is a statutory duty and must provide this information no later than two school days following receipt of the request (School Admissions Code, para 2.27).

## **e) Waiting lists**

**Community and Voluntary Controlled Schools** - In-year waiting lists for parents who applied for and were refused a place in the 2025/26 academic year will be maintained through to 31 August 2026, at which point all names will be removed.

Parents wishing to remain on the waiting list for the following academic year (2026/27) will need to make a new in-year application during August 2026.

If an applicant contacts you to say they wish for their child's name to be removed from your waiting list because they have secured a place elsewhere, ask them to put it in writing, before changing the application status to 'No Longer Required' on SOAP.

## f) Specific Advice

### i) Applications for Looked After and Previously Looked After Children

Applications for 'looked after' and 'previously looked after children, including children who appear (to the admission authority) to have been in state care outside of England and ceased to be so as a result of being adopted (see below) will be given the highest priority. In the case of 'looked after children', the protocol for looked after children will be followed to ensure that the LA (or other LA with whom child is in care) discharges its responsibility as corporate parent to identify the school where the child should be admitted. The LA will normally require the admission even where this takes the school over its published admission number (PAN).

#### **Internationally adopted previously looked after children (IAPLACs)**

Since September 2021, children who appear (to the admission authority) to have been in state care outside of England and ceased to be so as a result of being adopted have equal priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). These children are often referred to as Internationally Adopted Previously Looked After Children (IAPLAC).

On receipt of an in-year application where the parent has indicated their child is IAPLAC, schools must contact the parent to ask for evidence that:

- a) the child has been adopted and;
- b) the child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before they were adopted.

Determining whether the child is eligible for IAPLAC priority rests with the admission authority.

**Community and VC schools** therefore must notify the Admissions Team immediately if an application for an IAPLAC is received and forward all supporting evidence received for their consideration.

**Own admission authority schools** will need to ask the Governing Body/Trust (whoever is the admission authority for the school) to assess the evidence and reaching a decision about eligibility.

The DfE has published non-statutory guidance to assist and support admission authorities in assessing evidence provided by parents who want their child to be considered under the IAPLAC criterion.

[Admissions priority for children adopted from state care outside of England \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Advice can also be sought from Hampshire County Council's Virtual School Head (VSH) if in any doubt about the acceptability of evidence provided by the parent of an IAPLAC.

## **ii) Applications for children from overseas**

[School applications for foreign national children and children resident outside England - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

In most cases, children arriving from overseas have the right to attend state-funded schools in England.

When an admission authority for a school deals with an application for a child, whether or not they are a UK national, it must comply with the [school admissions code](#) and the Equality Act 2010.

Schools must not refuse to admit children who are in this country on the basis of their nationality, nor must they remove them from roll. Where there are doubts about a child's right to be in the country, the school should ask the parent to check that their immigration documents or entry rights permit them to access a school. It is the parents' responsibility to check they are not breaching their entry terms, not the school's. Admission authorities and schools should not act as proxy immigration officers.

## **iii) Applications from UK Service Personnel or Crown Servants**

For service families and crown servants with official proof of posting to Hampshire and a relocation date, a unit postal address, quartering area address or future home address will be accepted as the address for the application if evidence can be provided.

## **iv) Applications from separated parents who are in dispute**

There have been several instances where schools have received an application from one parent of the child and then been confronted by the other parent stating that they have not given permission for their child to move school. The legal advice in regard to this situation is summarised as follows:

Any person with Parental Responsibility for the child can submit an application. The address used in the application should be the child's permanent residence.

If the school being applied to has spaces, then they have to offer the place, unless:

- there are any court orders which restrict the right of the parent to move the child's school, or

- there is evidence that court proceedings are under way which will address choice of school on an urgent basis, in such a case the admission authority could argue it is not in the child's best interests to take up a school place until the court has made a ruling (where that is happening on an urgent basis).

Other than these scenarios, the admissions authority has no right to prevent the child taking up the place.

## v) Applications for children with challenging behaviour

As set out in paragraphs 3.10 & 3.11 of the School Admissions Code, where an admission authority receives an in-year application for a year group that is not the normal point of entry (normal point of entry being Year R for primary and infant schools) and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour as defined below (but they have not met the threshold for the twice excluded rule), it may refuse admission and refer the child to Hampshire's Fair Access Protocol. Admission authorities may **only** do this if:

- *the school has a particularly high proportion of children with challenging behaviour or previously excluded pupils on roll in comparison to other schools; **and***
- *it believes admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.*

Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's or other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

The following reasons on their own should not be grounds for considering that a child may display challenging behaviour:

- poor attendance elsewhere;
- a defined number of suspensions, without consideration of the grounds on which they were made;
- special educational needs; or
- having a disability.

All schools have a duty to make reasonable adjustments for students with disabilities. Schools should be aware that a child who displays challenging behaviour may do so as a result of their disability or any unmet needs. Schools must therefore consider whether any reasonable adjustments can be put in place to support the needs of a particular child when considering whether admission should be refused on these grounds.

The impact and effectiveness of these adjustments must also be taken into account in managing presenting behaviours. For example, where a school would have to provide teaching assistant support and put in place an agreed behaviour plan for a

pupil with autism, the impact of these arrangements must be factored into a decision over whether the child's behaviour would meet the criteria to be considered challenging.

The provisions in paragraph 3.10 cannot be used to refuse admission to looked after children, previously looked after children; and children who have Education, Health and Care Plans naming the school in question.

**Any school seeking to refuse an application on the above grounds must notify the LA (only and not the parent) of its intention to refuse to admit and detail the reasons for this decision by completing the referral form '*Potential refusal on the grounds of challenging behaviour*', available on the Information Hub. This must be received by the Admissions Team within 14 calendar days of receipt of the child's application in order to assist the LA's determination of the application under the Fair Access Protocol.**

Where the determination is that the school in question should admit the child, then the LA will request that the offer letter should be issued. Where the school does not do so, the LA will, where appropriate, use its powers of direction. For community and voluntary controlled schools, the LA, as the admission authority will issue an offer letter.

## Placing children on roll – expected first day of attendance

Where an offer is made, schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

## Removing children from roll and re-offering places

### Removing children from roll

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name

on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.

For example, if a pupil leaves School A on 28 March and their expected first day of attendance at School B is 29 March, they would be added to the admission register of School B and deleted from that of School A on 29 March.

*School A will:*

- *record the pupil's attendance and absence up to and including 28 March,*
- *delete the pupil's name from the admission register on 29 March, and*
- *transfer the appropriate pupil information via the S2S system.*

*School B will:*

- *enter the pupil's name on the admission register on 29 March,*
- *record the pupil's attendance and absence from 29 March,*
- *follow up any unexpected absence on or after the 29 March, and*
- *request the transfer of the pupil information.*

A school cannot retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system. The CME Officer - [Inclusion Support Service School Forms \(Mendix\)](#) must be notified. The DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

In accordance with regulation 13(4) to (6), a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave primary school at the end of Year 6), unless the local authority has requested such information.

If you are unsure about whether a child can be removed from roll, please email [attendance.queries@hants.gov.uk](mailto:attendance.queries@hants.gov.uk)

Re-offering places

Where the destination of the leaver is known to be in England or Wales, (or has been established by the authority) and, the destination school has established a start date and has requested the CTF, the released place can be offered to the child who was at the top of the waiting list on the first day that the leaving child stopped attending, as technically the space in the school only exists at this point. Schools must ensure that the waiting list is properly established and ranked before offering any places. Please refer to the two examples below:

(i) Where a school receives written notification that a child is leaving on a Friday, the place does not become available until that child has missed the first session on the Monday morning. Applications submitted over the weekend need to be considered for the available place and added to their rightful place on the waiting list ahead of establishing who will be offered the place. If the leaver is moving within England or Wales, the leaver must stay on roll until the receiving school has requested the child's CTF.

(ii) Where a school receives written notification that a child is leaving at the end of the summer term, the place does not become available until that child has missed the first session at the start of the new term (i.e. 01 September 2025). It is only at this point that the place can be offered to the child at the top of the waiting list. Applications submitted during the summer break need to be added to their rightful position on the waiting list ahead of establishing who will be offered the place.

## Places in other year groups in September 2026

Applications for places in Years 1 - 6 starting in September 2026 must be made by completing an in-year application form. Please note that **where a vacancy already exists** in the cohort, schools may offer places in these year groups for September 2026 from 8 June 2026 (six school weeks ahead of a September admission). **They must not be offered earlier.** Applications received from 8 June for places during the summer term may also be held for 6 weeks, allowing for summer term and September applications to be considered alongside each other. **Schools will need to refer to the waiting lists published in both the 2025/26 in-year round and the 2026/27 in-year round before establishing which applicant should be offered any available places.** Procedures for in-year applications and off-rolling and re-offering places still apply. Model letters for September offers will be on the Information Hub when they are required.

## Distance measurement

Unless there is an arrangement to do otherwise, the Admissions Team will use Hampshire's geographical mapping systems to measure straight-line distances between the ordnance survey point of both the child's home address and each school named on the application form.



## Admissions outside the normal age group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group.

Paragraph 2.18 of the School Admissions Code states that

*“Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year one”*

Should you receive a request for a place outside of the normal age group, it must be considered by the relevant decision maker.

For requests for children not already attending your school, the decision maker is:

- Local authority – for community and voluntary controlled schools
- Academy Trust – for Academy schools
- Governing Body – for Aided, Foundation and Trust schools

For requests for children already attending your school, the decision maker is:

- The headteacher

All decisions must be made based on the circumstances of each case and in the best interests of the child concerned, taking into account the parent’s views; information about the child’s academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The view of the head teacher of the school concerned must also be taken into account.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision in writing.

Schools must also consider whether there is a space available in the relevant year group. Where a request for admission outside of the normal age group is approved but there is not a space available in the requested year group, the school place application should be refused in the normal way, and the child added to the waiting list. Please note that the right of appeal only applies if the child is not already attending the school in another year group.

Further guidance for admission authorities on admissions outside the normal age group can found in the following document available on the Information Hub:

**[Admission outside of normal age group guidance](#)**

## Consultation on admission arrangements for 2027/28

All admission authorities must formally determine (agree) their admission arrangements every year, even if the arrangements have not changed from the previous year. Prior to agreeing the arrangements, admission authorities must also consult on their admission arrangements if seeking to make changes from the previous year. If no changes are sought, there is still a requirement to consult at least once every seven years.

Once admission authorities have agreed their admission arrangements, they must notify the appropriate bodies and publish a copy of the arrangements on their website displaying them for the whole offer year (the school year in which offers for places are made).

The statutory dates and deadlines relating for consulting on, determining and publishing the 2027/28 admission arrangements are set out in table at 'a', below.

The LA will carry out the process for consulting and determining the admission arrangements for all community and voluntary controlled schools, as the admission authority for these schools. Academies, Aided, Foundation and Trust schools are responsible for their consulting on determining their own admission arrangements. Further guidance for these schools is available on the Information Hub, entitled ***“Agreeing your annual admission policy – guidance for own admission authority schools”***

### a) Key dates for determination year

The tables below provide the statutory dates for consultation and Hampshire's planned consultation timetable. This includes Hampshire Admission Forum dates: the forum provides scrutiny of the LA's admission arrangements for community and voluntary controlled schools and makes recommendations to the Executive Lead Member for Children's Services.

## Statutory Dates published in the School Admissions Code

|                         |   |
|-------------------------|---|
| <b>1 October 2025</b>   | Earliest date to start public consultation on proposed arrangements. <b>Consultation must last a minimum of 6 weeks.</b>  |
| <b>31 January 2026</b>  | Deadline for the completion of the public consultation on proposed admission arrangements.  |
| <b>28 February 2026</b> | Deadline for admission arrangements to be determined even if they have not changed from the previous year and a consultation has not been required.   |
| <b>15 March 2026</b>    | Deadline for admission authorities to send a copy of their full determined admission arrangements to the LA and publish those arrangements on the school website or on their website (in the case of a local authority) |
| <b>15 May 2026</b>      | Deadline for objections to the Schools Adjudicator  |

## Hampshire's planned Consultation timetable

|                                       |   |
|---------------------------------------|---|
| <i>3 – 18 September 2025</i>          | <i>Hampshire County Council consults with schools on PANs and school specific criteria for 2027/28.</i>   |
| <i>13 October 2025</i>                | <i>Hampshire Admission Forum discuss proposed changes to Hampshire County Council's admission arrangements, including school PAN change and school specific requests, to inform what proposed changes are incorporated in the statutory public consultation on Hampshire County Council's admission arrangements for 2027/28. It also considers the LA Report to the Schools Adjudicator.</i> |
| <i>10 November – 26 December 2025</i> | <i>Hampshire County Council will run a 6-week public consultation on its admission arrangements for 2027/2028.</i>  |
| <i>12 January 2026</i>                | <i>Hampshire Admission Forum considers responses to public consultation on Hampshire's proposed admission arrangements for 2027/28 and compiles recommendations for the Elected Lead Member for Children's Services (ELMCS).</i>  |
| <i>24 February 2026</i>               | <i>The ELMCS decision date</i>  |
| <i>8 June 2026</i>                    | <i>Hampshire Admission Forum reviews the 2026 main admission rounds and possible changes for 2028/29 admission arrangements.</i>  |

## **b) PAN consultation with schools**

Published Admission Numbers (PANs) are part of each school's admission arrangements. Every autumn, prior to running the statutory consultation on the admission arrangements for community and voluntary controlled schools, the LA consults all governing bodies on their school's PAN. Statutory consultation is only required where a decrease to a school's PAN is proposed (School Admissions Code, para. 1.2 & 1.3 - see below). Academies, Foundation, Aided and Trust schools are included in the PAN consultation as although the LA is not the admission authority for these schools, it is important that any proposed changes to PAN for 2027 are known for co-ordination and school place planning purposes. Academies, Foundation, Aided and Trust schools must carry out their own statutory consultation if seeking to reduce their PAN.

**1.2 Published Admission Number (PAN) - As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group.**

*1.3 Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities must consult in accordance with paragraph 1.45 below where they propose a decrease to the PAN. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator must have regard when considering any such objection.*

*1.4 Admission authorities must notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it must notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.*

*1.5 Any admissions above the PAN as set out in paragraph 1.4 above will not constitute an increase to the PAN. Information on variations to the PAN after admission arrangements have been determined for a particular school year is set out in paragraph 3.6 of this Code.*

### **c) School specific criteria (community and voluntary controlled schools only)**

Alongside the PAN consultation, community, and voluntary controlled schools with a 'school specific criterion' will be asked whether they wish to retain them for 2027/28. This is the point of the year when community and voluntary controlled schools can also request one.

## **Reference documents**

The following web page contains links to the following documents:

[Hampshire schools' admission arrangements | Education and learning | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/education-learning/hants-schools-admission-arrangements)

- HCC's Co-ordinated scheme for admission to school in the main admissions round in 2026/27:
- HCC's In-year scheme for admission to school in 2025/26
- HCC's Fair Access Protocol
- The School Admissions Code (2021), published by the DfE
- The School Admission Appeals Code (2022), published by the DfE