



September 2024 Year Intake – GCC Advice

Friday 1st March 2024	Allocation Day
Midnight Friday 8th March 2024	Closing date to return reply form accepting the school place or requesting to be put on waiting list/s
After Friday 29th March 2024	Outcome of waiting list requests
Wednesday 3rd April 2024	Closing date for waiting list round responses
May to July 2024	Appeals

Responding to the school offer

We strongly advise that you accept your child's offer, even if you are unhappy with it, to ensure your child has a school place for September. Accepting a school place does not affect your right to be placed on a waiting list or to appeal.

Accept your child's school place

Parents who applied online will be notified via email. Alternatively, you can login back into your online account to view the school allocation. If you are happy with the school place your child has been offered, log into your online account and accept the place. If you did not apply online, you can accept the school place by completing the online reply form available on our webpage (www.gloucestershire.gov.uk/schooladmissions).

Alternatively, you complete and return the paper reply form.

Decline your child's school place

You can decline your child's school place using any of the methods above. However it is important to note that, if you decline your child's school place, this will not increase your chances of being offered one of your preferred schools and your child may then end up without a school place for September.

Request to be placed on a waiting list/s

Children are not placed on any waiting list/s automatically; you must complete either the online reply form or the paper reply form. All requests need to be made by the closing date by midnight 8 March 2024 to be considered in the second round of admissions. Requests made by this date will receive the outcome after 29 March 2024. All waiting lists are held in accordance to each school's criteria; we cannot take individual circumstances or personal reasons for wanting the school(s) into account. However, if your address has changed or will have changed before 8 March 2024 you must provide us with proof of address. In the second round of admissions, any places that become available in the school are offered to the children at the top of the waiting list. If we are able to offer one of the schools you submitted a request for, your child's original school place will be automatically withdrawn and made available to others. Should you wish to remove your child's name from waiting list/s, you must clearly state this in writing/by email to us. If your child has not

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been allocated your preferred school in the waiting list round, your child's name will remain on their waiting list. This team continually allocates, as and when spaces become available in the schools, up until the end of the summer term. At which point, the waiting lists are handed over to the schools. The list we provide to them must be kept until December.

Request an Appeal

If your child is unsuccessful in gaining a place at your preferred school you have a legal right to appeal, if you think you have exceptional circumstances supporting why your child should have a place at your preferred school. All schools in Gloucestershire manage their own appeals process and you can find out details on their individual websites or by contacting the schools direct. Unless there are significant material changes in circumstances, only one appeal application may be made for each academic year for each school. We strongly recommend that you accept the school place offered, even if you are intending to appeal for another school. This ensures that your child has a school place secured for September if your appeal is unsuccessful.

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