

**My child's Primary School
Place**
**Parent's Checklist: School
Year 2022/2023**



**This checklist is for your reference only, please do not return to
school admissions**

Have I submitted my online application?

The deadline for applications is 15th January 2022
If any of your preferences are for a Voluntary Aided school, you will
also need to complete an additional Supplementary Information Form – You
can download this from www.barnsley.gov.uk/schooladmissions or obtain
one from the school.

**Record the information that you used to create your
online account: you will need this to access your offer**

E-mail address _____

Password _____

**Have I received my confirmation e-mail from school
admissions?**

You will receive an e-mail to confirm that you have successfully
submitted an application.
It is your responsibility to contact school admissions if you do not
receive this confirmation.

Have I received my offer from school admissions?

You can login to the online system from 12:30am on 19th April 2022
You will also receive an e-mail later that day.

What if I no longer need the school place offered?

If you have secured a school place elsewhere and no longer need the
place offered by Barnsley School admissions,
please e-mail admissions@barnsley.gov.uk to advise us of this,
including the name of the school your child will be attending.

**You will receive no further communication from School Admissions
following your offer of a school place.
The school you have been allocated will contact you directly regarding
arrangements for the start of the school year.**

**Applying Online for a
Primary School Place
2022-2023**



**Your child must be a Barnsley Resident due to
start full time Primary School in September
2022**

**For children born between
1st September 2017 to 31st August 2018**

**[APPLY ONLINE and ONTIME at
www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)
and click apply online**

**You will need an e-mail address to create an
account and complete your application**

Further detailed information can be found in the Admission to School Booklet 2022-2023 on the Council website at www.barnsley.gov.uk/schooladmissions . The Booklet includes a full list of all primary schools with additional information on size, type, age range of pupils etc, and the procedure for independent appeals.

Before you apply

- Read the Admission to School booklet 2022-2023
- Understand the admissions policy
- Look at the offers of places of each school last year
- Complete any supplementary forms required – one for each VA school.

Create your account

Keep a record of the e-mail address and password used to create your account, you can note this on your checklist which can be found on the back page of this guide. You will need to verify your account and to log in later to find out your offer of a school place.

Please ensure that the information provided is correct, supplying false or incorrect information may result in the offer of a school place being withdrawn

Which schools can I apply for?

You can **apply for up to three schools**. These can be any primary schools in Barnsley and/or any other Local Authority.

You must list your preferred schools in **ranked preference order**. 1st preference is your 1st choice school.

A full list of Barnsley schools can be found in the Admissions Booklet or on the website. You may wish to visit a school(s) and if so, you should contact the school directly to arrange this.

If you are applying for a voluntary aided (church) school as any of your preferences you must also complete a **Supplementary Information Form**, which can be downloaded from www.barnsley.gov.uk/schooladmissions, **once completed you can add this to your online application when selecting that school or you can hand it in directly to the school.**

Each voluntary aided school you apply for will need a completed Supplementary Information Form.

Apply online and on time at www.barnsley.gov.uk/schooladmissions

Make sure you submit your application

When you have read the disclaimer and ticked the box, you must click **submit**. You will receive a confirmation e-mail detailing the preferences you have made. If you do not receive an e-mail, please contact school admissions for further advice.

Making changes

You can make changes to your application as many times as you like before you submit it.

If you need to make any changes after you have submitted please e-mail admissions@barnsley.gov.uk including your child's name & Date of birth and the changes you would like to make.

Failure to inform us of any changes may result in the offer of a school place being withdrawn.

Important dates

- the closing date for receipt of primary applications is **15 January 2022**
- offers of places will be sent out on **19 April 2022**

You must ensure your application is submitted by the closing date

The Offer of a School Place

You can log onto the system any time after 12:30am on Offer Day to find out your offer of a school place. We will also send you an e-mail. To view the letter you must enter the e-mail address you applied with, your child's surname and date of birth.

You will receive a single offer of a place at the highest ranked school for which your child is eligible for admission.

If we cannot offer you any of your preferences, we will allocate a place at the nearest school to your home address which has places available.

Apply online and on time at www.barnsley.gov.uk/schooladmissions