

Admission to Reception, transfer to Junior School and transfer to Secondary School Processes for September 2026

September

Letters sent via primary schools to parents/carers of Year 6 students detailing how to apply for secondary school places.

Within the letter, parents/carers are advised to:

- check their nearest schools on the Find a School tool
- read the Secondary School Admissions Information and Guidance booklet
- read the Home to School Transport Policy
- provide proof of address (if applicable)
- provide evidence of faith/medical evidence to the schools (if applicable).



September and October

Online application portal opens on GCC website for parents/carers to apply for secondary school.

Paper form also available.

A welcome message is displayed on the portal, advising parents/carers to read transport policy and admissions booklet.

Parents/carers informed about Supplementary Information Form requirements.

Parents/carers asked to tick to confirm they have read the transport policy.



31 October

National closing date for secondary school applications.

Deadline for address changes for admissions purposes in the first round of admissions.



November

Letters sent to home addresses of all known Gloucestershire residents that would be due to start primary school the following September, detailing how to apply for infant/primary school places.

Letters sent via infant schools to parents/carers of Year 2 students detailing how to apply for junior school places.

Within the letter, parents/carers are advised to:

- check their nearest schools on the Find a School tool
- read the Infant, Primary and Junior School Information booklet and the Primary Guidance booklet
- read the Home to School Transport Policy
- provide proof of address (if applicable)
- provide evidence of faith/medical evidence to the schools (if applicable).



November to January

Online application portal opens on GCC website for parents/carers to apply for infant, primary and junior places.
Paper form also available.
A welcome message is displayed on the portal, advising parents/carers to read transport policy and admissions booklets.
Parents/carers informed about Supplementary Information Form requirements.



15 January

National closing date for infant, primary and junior school applications.
Deadline for address changes for admissions purposes in the first round of admissions.



1 March (or next working day)

National allocation day for secondary school applications.
Parents/carers who applied online will receive an email confirming their child's allocated school and they will also be able to view their child's allocated school on their online portal.
Parents/carers who applied using a paper form will be sent a letter confirming their child's allocated school.
Parents/carers can accept the school place on their online portal.
For parents/carers that wish to place their child's name on a waiting list for a different school/s to the one they were allocated, using our online reply form on the GCC website.



15 March (or next working day)

Closing date for secondary school waiting list requests.
Deadline for address changes for admissions purposes in the second round of admissions.



15 March to early April

Secondary school waiting list requests are collated and ordered in accordance with the school's published admissions policy.
Any spaces that are available in each school are allocated to the students at the top of the waiting list.



By 5 April

Parents/carers receive confirmation if their child has been allocated a place in the secondary school which they requested waiting list for. If a place has been refused at their preferred school/s, parents/carers are informed that they can submit an appeal by contact the school(s) directly.



16 April (or next working day)

National allocation day for infant, primary & junior school applicants

Parents/carers who applied online will receive an email confirming their child's allocated school and they will also be able to view their child's allocated school on their online portal.

Parents/carers who applied using a paper form will be sent a letter confirming their child's allocated school.

Parents/carers can accept the school place on their online portal.

For parents/carers that wish to place their child's name on a waiting list for a different school/s to the one they were allocated, using our online reply form on the GCC website.



23 April (or next working day)

Closing date for infant, primary & junior school waiting list requests.

Deadline for address changes for admissions purposes in the second round of admissions.



23 April to mid May

Infant, primary and junior school waiting list requests are collated and ordered in accordance with the school's published admissions policy.

Any spaces that are available in each school are allocated to the students at the top of the waiting list.



April and May

Waiting lists for secondary schools are maintained with any spaces that become available being offered to the student who is 1st on the waiting list at that time.

Deadlines for parents/carers to submit secondary school appeal requests. All schools except Archway School are academy/foundation schools who set their own appeals deadline.



By 19 May

Parents/carers will receive confirmation if their child has been allocated a place in the infant, primary or junior school which they requested waiting list for.

If a place has been refused at their preferred school/s, parents/carers are informed that they can submit an appeal. An appeal form for Local Authority schools is available on the GCC website. For academy/voluntary aided schools, parents/carers are informed to contact the school directly.



May to July

Waiting lists for infant, primary, junior and secondary schools are maintained with any spaces that become available being offered to the student who is 1st on the waiting list at that time on a weekly basis.

Deadlines for parents/carers to submit appeal requests for infant/primary and junior schools. Schools with a status of academy, foundation or voluntary aided can set their own deadlines.

Appeals are heard and parents/carers informed if their child has been awarded a place in the schools by the appeals clerk.

Key Links

Find a School tool

[Find a school | Gloucestershire County Council](#)

Infant, Primary and Junior School Information booklet

Available on our Admission to Reception webpage - [School admissions | Gloucestershire County Council](#)

Primary Guidance booklet

Available on our Admission to Reception webpage - [School admissions | Gloucestershire County Council](#)

Secondary School Admissions Information and Guidance booklet

Available on our Transfer to Secondary School webpage - [School admissions | Gloucestershire County Council](#)

Home to School Transport Policy

[New, lost or damaged school bus pass applications | Gloucestershire County Council](#)