

# Apply for a junior (year 3) school place

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**Applying for a junior school place to start in September 2021**



PLEASE NOTE THAT THE APPLICATION FORM WILL NOT BE AVAILABLE UNTIL 2 NOVEMBER 2020

## **Coronavirus (COVID-19) update**

Due to Coronavirus (COVID-19) measures, the school admission team will be working off site.

All paper application forms are suspended until further notice.

If you have any problems completing the online form please contact us on 01752 307469 (line open 11am to 3pm) or email [school.admissions@plymouth.gov.uk](mailto:school.admissions@plymouth.gov.uk)

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If you live in Plymouth and your child was born between 01 September 2013 and 31 August 2014, you can apply online for a junior school place for your child from 1 November 2020. Once you have created an account through the Citizen Portal, you can apply for up to three schools (your first, second and third preferences).


Some schools also ask you to complete additional supplementary information forms. For example the standard application form doesn't ask about faith so faith schools may ask you about this on a supplementary information form.

You may also need to complete a supplementary information form if you're applying for a school in Plymouth and you are a member of staff at the school or are in receipt of pupil premium - please read the admission criteria in the Starting Junior School guide below.

## Step 1

Find the three schools you're interested in. Our [find a school](#) section shows details of the schools in Plymouth and gives links to their websites. If you are interested in schools outside of Plymouth, you will need to look at their individual websites.

Read the relevant admission criteria for each school. All of the information you need including the timetable for application, school admission criteria and school contact details (for Plymouth schools) are in the booklet below:

 Starting junior school in Plymouth: A junior school admissions guide for parents - Will be available from the 2 November 2020.

## Step 2

You can register online and apply for a school place through the Citizen Portal. Please remember the password you create as you'll need this every time that you log into the portal. Once you have registered, you'll receive an email confirmation of registration.

You can apply online between **2 November 2020 and 15 January 2021**. When you apply for a school place, you'll receive a confirmation email. Please keep this email.

[Apply for a school place.](#)  
[Citizen Portal guidance](#)  
[Supplementary forms](#)

## Step 3

You can go back into your account any time up until the close date to amend your application. If you do this, please remember to **re-submit** your application and to make sure that you keep the confirmation email.

We will notify you of your child's allocation on Friday 16 April 2021 to tell you which school your child has been allocated. If you applied online you'll receive an email on 16 April 2021 to tell you the allocation. You can also sign back into your online account on that date to view the allocation. If you applied by paper, and did not request to be informed via email, we will post a letter to you on 16 April 2021 - that means that you will not receive the letter until after this date.

Once you receive the allocation, you need to tell us whether or not you wish to [accept the place](#).

For any school that you ranked higher than the one we allocated, your child will automatically be placed on the waiting list and will be considered if a vacancy comes up. You will also have the right of [appeal](#) to an independent panel against any school refusal.

Email [junior.admissions@plymouth.gov.uk](mailto:junior.admissions@plymouth.gov.uk) for further information about choosing and applying for schools.