Reception Admissions – Timetable for September 2024 Applications

Date	Activity
1 September 2023	Online portal opens for reception applications
15 January 2024	Closing date for on time applications and to submit any changes of preference
22 January 2024	Last date parents can attach documents to their online applications
30 January 2024	Last date parents can change their preference or let us have details of a change of address – both need to be in writing.
2 February 2024	Information sent to other LA's regarding applications for out borough Schools
5 February 2024	Information received from other borough's regarding applications for Enfield Schools
6 February – 9 February 2024	Information about applications available on SAM for own Admission Authority (AA) schools to download to enable draft admission lists to be drawn up
6 – 9 February 2024	Sibling lists sent to schools for verification where appropriate
1 March 2024	Verified sibling lists returned to Admissions
9 February – 6 March 2024	AA schools Governing Bodies meet to prioritise admissions
6 March 2024	Admission lists returned from AA schools
10 March – 13 March 2024	Auto Allocation process run by Admissions for allocations in Enfield
13 March – 22 March 2024	Enfield exchanges details with other local borough's regarding offers until a steady state is reached
30 March 2024	Final date by which any offers can be exchanged with other boroughs – DFE Regulations
10 April 2024	Details of offers uploaded to the online portal
16 April 2024	Details of offers are emailed to parents after 7 pm by the online portal
16 April 2024	Any letters will be sent on this date by 1st class post
30 April 2024	Closing date to accept a place online
3 May 2024	Earliest date that any further offers will be made from waiting lists
19 August 2024	Online portal closes for late applications – parents will need to contact admissions to arrange to apply in a different way.
W/B 22 July 2024	CI Forms ready on the website/sent for parents to apply to stay on the waiting list for the next academic year