

[Home](#) > [Residents](#) > [Children and families](#) > [Schools & learning](#) > [Apply for a school place](#) > Primary: reception, junior or middle school

# How to apply for a primary school place

## When you can apply

Applications for Reception school places for September 2018 can be made from 16 November 2017. The closing date for the first round of applications will be 15 January 2018.

## Who you apply to

Applications for a Reception school place must be made to the local authority in which you live, regardless of where the school you wish to apply for is located.

If you do not currently live in Cambridgeshire but apply directly to us instead of your home local authority, we will be unable to process your application. We will make every effort to forward any such application to the home local authority, but we cannot guarantee that they will process it.

[Find your local Council \(https://www.gov.uk/find-local-council\)](https://www.gov.uk/find-local-council)

If you are a Cambridgeshire resident, please make sure you read the guidance below as it contains detailed information on the application process.



[First Steps: Admission to primary school 2018/19 \(https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/First%20Steps%202018-19%20Final%2008.01.18.pdf?inline=true\)](https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/First%20Steps%202018-19%20Final%2008.01.18.pdf?inline=true)

A booklet for parents of Cambridgeshire children who are due to transfer to primary school in September 2018.

Size: **3.16 MB** File format: **pdf**

## Data for previous academic years

[School place allocation data](#) for the previous three academic years is available to view on our website.

## Apply online

Below is the link to the Citizen Portal, where you can submit, view and make amendments to your online application. Once offers have been made on 16 April 2018, you will also be able to view them on the Portal.

## Reception - Transfer to infant / first / primary school

If your child was born between 1 September 2013 and 31 August 2014, they are due to transfer to primary school in September 2018. Please note there is no automatic transfer to Reception; an application must be made.



[Starting primary school leaflet 2018/19 \(https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Starting%20Primary%20School%20leaflet%202018-19%20final.pdf?inline=true\)](https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Starting%20Primary%20School%20leaflet%202018-19%20final.pdf?inline=true)

A guide for parents of Cambridgeshire children starting primary school in September 2018.

Size: **424.43 KB** File format: **pdf**

## Year 3 - Transfer to junior school

If your child was born between 1 September 2010 and 31 August 2011, they are eligible to transfer to junior school in September 2018. There is no automatic transfer to junior school; an application must be made.

For further information, please refer to the leaflet below. Please note if you wish to apply for a Year 3 place at a Cambridgeshire primary school for September 2018, this must be made through the [in-year admissions process](#).

## Year 5 - Transfer to middle school

If your child was born between 1 September 2008 and 31 August 2009, they are eligible to transfer to middle school in September 2018. There is no automatic transfer to a middle school; an application must be made.

For further information, please refer to the leaflet below. Please note if you wish to apply for a Year 5 place at a Cambridgeshire primary school for September 2018, this must be made through the [in-year admissions process](#).



[Transferring to junior or middle school 2018/19 \(https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Transferring%20to%20Junior%20or%20Middle%20School%20leaflet%202018-19%20final.pdf?inline=true\)](https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Transferring%20to%20Junior%20or%20Middle%20School%20leaflet%202018-19%20final.pdf?inline=true)

A guide for parents of Cambridgeshire children starting junior or middle school in September 2018.

Size: **423.34 KB** File format: **pdf**

## Timetable for the application process

	Date applications will be accepted from	Closing date for applications	Date offer letters will be sent
First round of applications	16 November 2017	15 January 2018	16 April 2018
Second round of	16 January 2018	1 May 2018	18 May 2018

## Paper application form

If you would prefer not to apply online, there is a paper copy of the primary school application form available for you to complete.



[Primary school application form 2018/19 \(https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Primary%20Application%20Form%202018-19.pdf?inline=true\)](https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/children-and-families/Primary%20Application%20Form%202018-19.pdf?inline=true)

Size: **361.28 KB** File format: **pdf**

## Further help and information

- What happens if I miss the 15 January 2018 deadline?
- How are places allocated?
- How will I receive the offer of a school place?
- Using the online application form
- How do I submit an appeal?
- Applying to certain schools for religious reasons
- School Admissions Code
- Need help with choosing a school? Contact the Parents School Preference Advisor
- Special Educational Needs information
- Applying for other Admission Rounds

## Contact us

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## Further links

[Ofsted inspection reports \(https://reports.ofsted.gov.uk/\)](https://reports.ofsted.gov.uk/)

[Ofsted parent view \(https://parentview.ofsted.gov.uk/parent-view-results\)](https://parentview.ofsted.gov.uk/parent-view-results)

[Department for Education - performance tables \(https://www.compare-school-performance.service.gov.uk/schools-by-type?step=phase&region=873&geographic=la&phase=primary\)](https://www.compare-school-performance.service.gov.uk/schools-by-type?step=phase&region=873&geographic=la&phase=primary)

[Department for Education - school admissions code \(https://www.gov.uk/government/publications/school-admissions-code--2\)](https://www.gov.uk/government/publications/school-admissions-code--2)