NURSERY AND RECEPTION ADMISSIONS, 2027
Guidance Notes

Please find below information about reception and nursery admissions for 2027. The booklets are available for parents to view online at www.enfield.gov.uk/admissions. It may be worth putting this link onto your website. No hard copies of the booklet will be available. We have produced a A4 leaflet which schools may wish to give out to parents to remind them to apply for a place. These were sent to schools at the beginning of September.

As you know we have not put any information in the literature about parents being able to visit schools, we have just encouraged them to view your websites so please ensure this information is easily accessible for them to find.

IMPORTANT NOTE: Parents need to make their applications online. The online portal can be accessed via this link directly at www.eadmissions.org.uk – again if this link could also be added to your websites with a note making it clear to use the link to apply for a reception place for September 2027.

We will have a very small number of paper forms printed for those families who are unable to go through the online process. These will be available from late November.

Reception

1. The period for applications is from now until to 15 January 2027.

2. Parents will be applying online at www.eadmissions.org.uk

3. The reception booklet is online only.

4. Parents only need to provide a council tax number in relation to proof of address and we will be checking this information against other council databases. There is an area in the online application where parents add this number. If parents can't provide a council tax number, they will have to provide other proofs to confirm their address. Parents still need to provide a document to confirm their child's date of birth and these can be scanned or photographed and attached to the online process.

5. If you want to accept proofs of date of birth and address for parents who have made an online application, you are welcome to do so but we do not expect this. Please just send us a list of the children you have received documents for. We just need their names and dates of birth. Parents can email documents to the Admissions team using this email address esas@enfield.gov.uk

6. Parents are able to apply for 6 preferences this year for reception for schools in London but not Hertfordshire where the maximum is 4.

7. There are still some concerns in relation to fraudulent applications. If you have any queries regarding the proof a parent is providing, or you want us to double check anything please attach a note to the information so that we can investigate further.

8. **As you will be aware from previous years, the School Admissions Code states that an Admissions Authority cannot ask parents to produce a birth certificate or passport when registering their child for admission. We suggest in our literature that parents provide a copy of their child's medical card to confirm the child's date of birth. If a parent chooses to produce their child's birth certificate this can be used as confirmation that the date of birth is correct. Once a child has been offered a place schools can request to see the child's birth certificate, and we would recommend holding a copy of this on the child's file. We also say in our letters/email confirmation that schools will again ask to see documentation to confirm the address and child's date of birth.**

9. If parents nominate an Enfield voluntary aided school, if they applying under a religious criterion, they will need to complete the relevant additional information form that can be obtained from the school. Parents should complete the SIF, regardless of the preference rank on the application form and this will allow the Governors to prioritise the application in accordance with their admission arrangements.

10. All applicants' details will be downloaded onto the LA Admissions system from the eAdmissions portal. In the case of **community schools**, the Admissions Service will create a prioritised list of applicants, based on the admissions criteria. Schools will be asked to verify siblings and parents who work at the school and there will also be individual discussions with schools about medical priority.

11. **Voluntary aided schools** and **Academies** will prioritise their applicants according to the school's own individual admission criteria. These schools will be able to download a list of all their applications with distances measured from **9th February 2027 from SAM, this is when we will have received all the applications from other local authorities for schools in Enfield**.

12. Voluntary aided schools and academies should let the Admissions Service have their prioritised list of applicants by the **5 March 2027**. Please make sure you arrange your Governors meetings to ensure that you can meet this deadline. The Admissions Service will then enter potential offers onto the LA admissions database. This will enable us to identify children who are eligible for more than one school offer. In these cases, the preference order will be used to decide which school is offered (i.e. the school nominated as the higher preference will be allocated and the other place(s) will be returned and allocated to the next child on the prioritised list for the school concerned.

The LA will start exchanging offers with other authorities on 16 March 2027 and this is completed by 25 March 2027.

13. The online outcomes will be uploaded to the online portal by 13th April 2027.

14. Final admission lists for schools will be agreed by 30 March (statutory date) but realistically this will be the 25 March given the Easter weekend and offers made on **16 April 2027**. Everyone who applies online will receive their outcome online. Parents will be asked to accept their place online again.

15. Schools will be able to access pupil data for all new applicants coming to you through SAM. This lets you see the data we have on our admissions system in relation to applicants for your school and if they have accepted the place offered. If you need help with this, please contact Deniz Hasan or Amanda Martin in School Admissions.

Changes of preference

If, after completing an application, parents want to change their preferences, they can only do this online up to 15 January 2027. If any parents have completed a paper form, they will need to write to the Admissions Service stating their new order of preference for their child.

We will accept changes of preference up until the 30 January 2026, these requests have to be in writing and parents must include their child's name, date of birth and the schools listed in order of how they now want their application considered.

Change of address

Parents who move will need to provide documentary evidence of their change of address. If parents bring changes into schools, please forward this to the Admissions Service as soon as you can. Alternatively, parents can approach the Admissions Service directly with this information. Again, schools will be notified of changes where necessary. It will only be possible to act on changes of address that have been received by the 30 January 2027.

Current nursery parents applying for reception places

All the children currently in your nursery will need to apply for a reception place with you or someone else. Please keep highlighting this to current nursery parents.

Late Applications

The online portal will remain open for late applications until the 18 August 2027. When parents make a late online application, they can only submit it once and are not able to make any changes to it. If there are good reasons why they have submitted an application late these need to be confirmed in writing to the Admissions Team. No late applications can be considered on time for any reason if they are submitted after 5 February 2027.

NURSERY ADMISSIONS (schools involved in co-ordination)

1. Parents are able to apply online at www.eadmissions.org.uk . There will be a small number of paper applications forms available in mid January.

2. The closing date for on-time applications is the 15 February 2027. The portal started receiving applications from 1 October 2026.

3. Parents again have 2 preferences for schools which we co-ordinate the nursery admissions for. The nursery booklet has a list of the schools' where parents have to apply to directly.

4. As with reception admissions parents can just input their Council Tax number onto the online application. If you want to accept proofs of date of birth and address for parents who have made an online application, you are welcome to do so. Please just send us a list of the children you have received documents for. We just need the name and date of birth of the child. Parents are able to attach documents to their online application. They can take a picture of them or scan the documents and then attach them to the online application. They can also email documents to the Admissions team at esas@enfield.gov.uk

5. As you will be aware from previous years the School Admissions Code states that an Admissions Authority cannot ask parents to produce a birth certificate or passport when registering their child for admission. We suggest in our literature that parents provide a copy of their child's medical card to confirm the child's date of birth. If a parent chooses to produce their child's birth certificate this can be used as confirmation that the date of birth is correct. **Once a child has been offered a place you can request to see the child's birth certificate. We also advise parents that schools will ask again to see proof of address once a place has been offered.**

6. **30Hrs** - If you are offering 30 hours and we need to adjust your admission number further than we have published please confirm this by email by 15 March 2027. This will ensure we do not offer to too many children places.

7. The Admissions Service will create a prioritised list of applicants, based on the admissions criteria. Schools will be asked to verify siblings detailed on the list, and there will also be individual discussions with schools about medical/social priority.

8. Parents will be advised of the outcome of their nursery application on **26 April 2027 in the evening.** If an application is unsuccessful parents will be advised where there are still vacancies and be invited to make a further application for one of the schools detailed.

Changes of preference/address

Parents can change preferences online until 15 February, if they move address this will have to have taken place by 1 March 2027.

Late Applications

The online portal will remain open for late applications until the 18 August 2027. When parents make an online application, they can only submit it once and are not able to make any changes to it. If there are good reasons why they have made a late application these need to be confirmed in writing to the Admissions Team. No late applications can be considered on time for any reason if they are submitted after 1 March 2027.

Email address for schools – school.admissions@enfield.gov.uk

Email address for parents – esas@enfield.gov.uk

Telephone number which is only for schools to contact us, 020 8379 5541. Please do not give this to any parents.

The parents telephone number is 0208 379 5501 – this is often very busy and we would encourage parents to email us with any queries.

Deniz Hasan and Amanda Martin
Enfield Schools Admission Service
October 2027