

Director for Education & learning
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To headteachers of
infant and junior schools & school staff
responsible for admissions

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Dear Colleague

Arrangements for Transfer from Infant to Junior School 2026

A copy of the timetable setting out the key dates for the co-ordination of the Infant to Junior Transfer admissions process for 2026/27 is enclosed, together with a letter to be distributed by infant schools to the parents of Year 2 children, screenshots of the registration process and a step-by-step guide to applying online. The process runs parallel to the 2026 Reception Admissions timetable, circulated at the start of term.

Parents residing in London must submit an application online at www.eadmissions.org.uk where they will be able to express a preference for a maximum of three schools, in rank order, within or outside their home borough. Any parents who live in Hertfordshire or another borough outside London should check their Local Authority's website for information on how to apply.

Parents who have difficulty in making an online application can get help from our Customer Contact Centre on 020 8359 7651.

The closing date for submission of applications is **Thursday 15 January 2026**. Schools will be able to see a list of all their applicants on SAM from **Friday 13 February 2026**.

Each year, a small number of parents do not apply for a junior school place. It is therefore essential that infant schools work closely with their linked junior schools to identify any families who have not submitted an application. Please note that **places cannot be reserved for children who have not applied**, and any vacancies will be offered to children on the waiting list.

Own admission authority schools, The Annunciation Catholic Junior and Deansbrook Junior, must complete the ranking of all applicants on SAM by **Tuesday 3 March 2026**. The Admissions Team will carry out the ranking process for the four community junior schools.

Parents will be notified of the outcome of their applications via email on **Thursday 16 April 2026**. They will then have until **Thursday 30 April 2026** to accept or decline their offer. Once responses have been recorded in our system, we will begin making further offers for all junior schools as vacancies become available.

If you have any questions about this process please don't hesitate to contact us.

Yours sincerely

Ferzana Arif
Admissions Team Manager & School Place Planner