

01 November 2016

Dear Parent/Carer

IMPORTANT INFORMATION - ADMISSION INTO RECEPTION CLASS SEPTEMBER 2017

The closing date for you to make your application for your child's admission into Reception is **15 January 2017**. The best way to make your application is to apply online through our website www.staffordshire.gov.uk/admissions.

To access information to support you to make an informed application please visit www.staffordshire.gov.uk/schoolinfo.

You must make an application. If you fail to do so, you should not assume that your child will automatically be admitted to your preferred school. You must apply even if you have an elder child already attending the school (or affiliated Junior). No priority is given in the admission process because your child is currently in a nursery class and there is no guarantee that they will be allocated a place at the school at which they currently go to nursery.

To check your entitlement to home to school travel assistance, including entitlement on low income grounds, follow the link from the school admissions web pages.

Detailed information about the school admissions process and admissions criteria for all schools is provided on our website as well as the Information for Parents Booklet which is also available on request. You will receive the outcome of your application on the national offer date of **18 April 2017**.

You must apply for admissions to all schools that you would prefer your child to attend, eg. any schools outside of the Staffordshire area or academies. It is very important that you check the admissions criteria for each school to which you are applying in order to assess what priority will be given to your application, and to see whether you must provide supportive information alongside your application.

If there are other persons with parental responsibility for your child, who are not living at your home address, it is expected that you will jointly agree on school places before an application is made. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If you require any assistance or further information please call the Customer Contact Centre on the telephone number above.

Yours faithfully

School Admissions and Transport Service