

# Primary/First to Middle Information for Parents

## Important dates in the admissions process

<b>1 November 2016</b>	Online application service will open.
<b>15 January 2017</b>	Closing date for receipt of completed applications. Applications received after this date will be considered in line with the 'late applications' process.
<b>Spring Term 2017</b>	Applications are processed and information is shared between neighbouring local authorities.
<b>18 April 2017</b>	Offer of a school place. Online applicants will receive an email. Others will receive the offer in writing, posted 2nd class on this date.
<b>Summer Term 2017</b>	Admission appeals heard by Independent Appeal Panel.

## Contacts for School Admissions and Transport Service

### Address for correspondence

Staffordshire County Council  
School Admissions and Transport Service  
2, Staffordshire Place  
Tipping Street  
Stafford ST16 2DH

**Website:** [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)

**Email:** [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)

**Email:** [transport.entitlement@staffordshire.gov.uk](mailto:transport.entitlement@staffordshire.gov.uk)

**Telephone:** 0300 111 8007 Customer Contact Centre (select option for 'School Admissions and Transport')

**Fax:** 01785 278656

### Applying Online

Please use the space below to note your login and password details.

Login	
Password	

## Important points to remember

- You **must** apply by 15 January 2017. To support you to make an informed application please visit [www.staffordshire.gov.uk/schoolinfo](http://www.staffordshire.gov.uk/schoolinfo)
- You **must** make an application, even if you have an elder child attending your preferred school.
- **Be realistic** about the schools you apply for. It is recommended that you include your catchment school as one of your preferences, as otherwise you will not be considered for a place.
- You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school.
- You will **not** gain an advantage by only listing one preference and this could affect your chances of being allocated a place at a local school within a reasonable distance from your home address.
- All applications are considered at the same time. Priority is **not** given to those who put the school first, or on a 'first come first served' basis.
- List the schools in the order that you would most prefer them, and not the order you think you might get them.
- **The order** in which you list the schools is **only used** if you could be offered more than one school. In this case, you would be offered whichever of those schools was highest on your application.
- **Understand** the admission criteria for each of your preferences. This will enable you to assess what order of priority will be given for each preference.
- Consider how your child will get to school. Very few children are entitled to free or discounted travel assistance.
- You **may be required** to provide additional information or submit a supplementary form, if you are applying for a Trust, Foundation, Voluntary Aided school, or Academy.
- It is **your responsibility** to provide any supportive information with your application e.g. baptismal certificate or medical evidence. The Local Authority will not seek to obtain this information on your behalf even if you refer to it within your application.