

Children's Services
Admissions and Transport Team
School Road
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All Infant and Primary Schools

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Our ref	SI-A-MW
Your ref	
Date	November 2021

Dear Headteacher

Applications for Reception Places - 2022/2023 academic year

The application process for the 2022/2023 reception intake opens on 8 November 2021.

The leaflet 'Applying for your child's infant/primary school place 2022 - 2023' summarises the application process. A supply of the leaflets will be sent to you week commencing 1 November 2021 and we will be pleased if you will make them available to the parents of children born between 1 September 2017 and 31 August 2018 who are eligible to start school during the 2022/2023 academic year. **Please do not distribute the leaflets to parents until 8 November 2021 as the application facilities do not open until this date.** Further supplies of the leaflet can be obtained by emailing admissions.transport@derbyshire.gov.uk.

On SchoolsNet you will find a copy of the Admissions Timescale 2022/2023 which we hope you will find helpful.

You can view the following information online at www.derbyshire.gov.uk/admissions

- ❖ [Applying for your child's infant/primary school place 2022-23 - a summary](#)
- ❖ [How to apply for a place at Primary School – a guide for parents](#)

Our online application facility at www.derbyshire.gov.uk/admissions will be available from 9am on 8 November 2021. For those parents without access to the internet they can apply by phone by ringing Call Derbyshire on 01629 533190.

It would be appreciated if you would publicise these facilities in your communication to parents to encourage them to access the online services. If for some reason they are unable to make an application either online or by telephone they should ring the Admissions and Transport Team on 01629 537479.

Full information on the application process is included in How to apply for a place at Primary School - a guide for parents at www.derbyshire.gov.uk/admissions. Parents requesting a hard copy of this guide should be referred to the Admissions and Transport Team, details as above.

Parents of pupils with an Education Health Care Plan are advised that the admission of their child is dealt with by the SEND Administration Team and they should continue to liaise with their caseworker.

You will be able to see the number of preferences for your school as they are recorded on the Admissions System on the School Access Module (SAM).

In addition to the supply of leaflets, you will also receive 2 posters. Please ensure that this publicity is displayed prominently in school **from 8 November 2021** to ensure parents are aware of the need to make an application for a school place.

Thank you for your assistance in this process which is always greatly appreciated. If you have any queries on the process or any other admissions issue, please do not hesitate to contact the Admissions and Transport Team for advice by emailing admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team

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