

Children's Services
Admissions and Transport Team
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Headteachers of Nursery Schools

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Ask for	Admissions & Transport Team
Our ref	SI-A-MW
Your ref	
Date	November 2021

Dear Headteacher

Applications for Reception Places – 2022 - 2023

It is important that all parents make an application for a school place. Parents must apply through their home authority for school places and details of the procedure for Derbyshire parents are included in this letter. Parents residing in the area of other local authorities (including Derby City) must make their application to that authority.

The leaflet 'Applying for your child's infant/primary school place 2022 - 2023' provides a summary of the application process. A supply of the leaflets will be sent to you during the week commencing 1 November 2021 and we will be pleased if you would make them available to the parents of children born between 1 September 2017 and 31 August 2018 who attend your nursery. **Please do not distribute the leaflets to parents until 8 November 2021 as the application facilities do not open until this date.**

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](#)

We prefer parents to apply online at www.derbyshire.gov.uk/admissions, this facility 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 your 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.

It should be pointed out that parents are advised that attendance at a particular nursery does not guarantee a place at the associated infant or primary school, and parents must make an application to be considered for a school place.

In addition to the supply of leaflets, you will receive 2 posters and we would be grateful if you would ensure that this publicity is displayed prominently **from 8 November 2021** in order that parents are aware of the need to apply for a school place.

Parents should ensure that they submit their applications by the closing date which is **midnight on Saturday 15 January 2022**.

We hope the above is helpful and would like to thank you for your assistance in the process. If you have any queries please do not hesitate to contact the Admissions and Transport Team by emailing admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team

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