



Children's Services
Admissions and Transport Team
The Quad
Dock Walk
Chesterfield
Derbyshire S49 1HQ

To all Infant, Primary and Junior Schools

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Fax: 01246 221326
Telephone: 01629 537479
Email admissions.transport@derbyshire.gov.uk
Ask for: Admissions & Transport Team
Our ref: SI/A/CL
Your ref:
Date: January 2025

Dear Headteacher

Admissions to Primary Education - 2025/26 academic year

Provisional Numbers

The provisional number of applications for your school are now available on the Schools Access Module (SAM). The figures are broken down by preference rank. Please note that 2nd and 3rd preferences may be withdrawn if it is possible to offer a higher ranked preference for a child when the Coordinated Scheme is applied. We are still awaiting requests for Derbyshire schools from some neighbouring authorities so if your school receives requests for out county children, please view SAM at regular intervals.

Offering Additional Places

In accordance with The School Admissions Code, if you are an Academy, Foundation or Voluntary Aided School and you decide you are able to admit above your Published Admission Number (PAN), we would be grateful if you will notify us by email at admissions.transport@derbyshire.gov.uk of the number of places you are able to offer in your intake year for 2025-26.

If you are a Community or Controlled School and you feel you may be able to admit above your PAN for intake 2025-26, will you please inform us by email of the number of places you feel you can offer and we will take advice from our Development Team on this matter.

In both cases, we would be grateful if you will respond to this letter by no later than **Monday 10 February**, to allow us to deliver our co-ordination responsibilities effectively.

Full details of the children to be offered places at your school on Primary National Offer Day, 16 April 2025, will be available via SAM in early April and we will contact you again when allocations are complete. Schools are reminded that **all pupil preference information must be treated as strictly confidential until after Primary National Offer Day on 16 April 2025.**

If you have any queries on the provisional number of applications for your school please contact the Admissions & Transport Team by email at: admissions.transport@derbyshire.gov.uk

Yours sincerely,

School Admissions and Transport Team