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| C:\Users\A2707895\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\DCC logo purple.jpg | **Michael Ball**  Assistant Education Officer  Children’s Services  Admissions and Transport Team  School Road  Off Sheffield Road  Chesterfield  Derbyshire S41 8LJ |
| To All Infant Schools | Minicom: 01629 533240  Fax: 01246 221326  Telephone: 01629 537479  Email admissions.transport@derbyshire.gov.uk  Ask for: Admissions & Transport Team  Our ref: SI/A/MW  Your ref:  Date: April 2020 |

**Transfer to Junior Education – September 2019**

The junior allocation process for the Y3 intake in September 2020 is now complete. Details of where children from your School will be offered places on National Offer Day (16 April) are now available on the Schools Access Module (SAM) via SchoolsNet. May I take this opportunity to remind you that this information must remain **strictly confidential** until after National Offer Day to ensure that all parents receive the offer of a school place at the same time. Parents who gave an email address on their application will be informed by email of the outcome of their application. Parents who applied on a paper form or gave no email address or made no application at all will be sent a letter second class on 16 April 2020, so please allow for these letters to be delivered.

Any changes to the destinations of individual children will be notified via SAM. You are advised to check the “View Leavers” screen in SAM on a regular basis to ensure that you know the up to date information on each child’s transfer destination.

If you have any queries relating to the transfer process please call the Admissions and Transport Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk