

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

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Ask for	Admissions and Transport Team
Our ref	SI-A-MW
Your ref	
Date	January 2021

Dear Headteacher

Admission to Reception and Transfer to Junior Education - September 2021

The closing date for applications for children due to start Reception during the 2021/22 academic year and transfer to junior education in September 2021 is fast approaching at **midnight on Friday 15 January 2021**.

For children in year 2 at infant schools where parents have not made their application for a junior school place, during the week commencing 4th January 2021, we will be sending reminder letters to these parents at their home address. Infant schools can see on the Schools Access Module (SAM) by choosing the 2021/22 Junior Intake round Leavers list which parents have yet to apply. It would also be appreciated if you would consider texting these parents to remind them of the need to make an application.

We prefer parents to apply online at www.derbyshire.gov.uk/admissions. For those parents without access to the internet, they can apply by phone by ringing Call Derbyshire on 01629 533190. We are pleased that in recent years 99.9% of parents applied using these facilities.

Parents who prefer to complete a paper application can obtain one from the Admissions and Transport Team by emailing admissions.transport@derbyshire.gov.uk or by phoning 01629 537499.

Our publication - How to apply for a place at Primary School – a guide for parents is available online at www.derbyshire.gov.uk/admissions either in interactive format or as a PDF. Parents requiring a hard copy of the guide should contact the Admissions and Transport Team-details as above.

Primary and Infant Schools will be able to check the number of applications for their school by choosing 2021-22 Reception Intake round and the Round Summary option on the Schools Access Module (SAM). Please remember there is a delay between applications being made and being visible on SAM. All Derbyshire on time preferences should be visible by 18 January 2021.

If parents wish to access independent advice or information on school admissions they can contact the Children's Legal Centre at www.childrenslegalcentre.com or call the advice line on 0300 330 5485.

If you have any queries on process, please do not hesitate to contact the Admissions and Transport Team on 01629 537479 or email at admissions.transport@derbyshire.gov.uk

With best wishes

School Admissions and Transport Team