

Children's Services
Admissions and Transport Team
School Road
Off Sheffield Road
Chesterfield
Derbyshire S41 8LJ

Headteachers of all Infant Schools

| | |
|----------|--------------------------------------|
| Tel | 01629 537479 |
| Ext | 01629 537479 |
| Fax | 01246 554712 |
| Minicom | 01629 533240 |
| Email | admissions.transport@derbyshire.gov. |
| Ask for | Admissions & Transport Team |
| Our ref | SI-A-MW |
| Your ref | |
| Date | November 2020 |

Dear Headteacher

Transfer to Junior Education – September 2021

During the week commencing 2 November 2020 you will receive a supply of leaflets relating to the Junior transfer process.

We would be grateful if you will ensure that all Y2 Derbyshire children without Education Health Care Plans (EHC) are provided with a copy of the leaflet to take to their parent/guardian. Please note that as in recent years we will not be sending individual letters to parents.

The leaflet summarises the application process and encourages them to make their application online. Applications open on 9 November 2020.

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

- ❖ [Applying for your child's junior school place 2021-22- 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 9 November. 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 with 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.

How to apply for a place at Primary School – a guide for parents is available online at www.derbyshire.gov.uk/admissions or parents can request a hard copy by contacting the Admissions and Transport Team details as above.

A summary of the junior provision identified in relation to each pupil will be sent to you with the leaflets and posters.

Parents of children with an EHC are advised that the transfer of their child is dealt with via the annual review, and they are required to complete a SEN preference form which should be returned direct to the SEND Administration Team at County Hall.

With regard to out of county children, I have requested that the home authority forward appropriate transfer information. However, you will also be sent individual letters for these children advising parents to contact their home authority.

The leaflets must be issued to parents via the children during the week commencing **Monday 9 November 2020**, together with the appropriate junior school booklet, which you should have received direct from the school. If a Year 2 child is absent from school during this week, we would be grateful if you could post the information to the parents' home.

The closing date for the submission of applications is midnight on Friday 15 January 2021.

You will be able to see the applications for your year 2 children as they are entered on the Admissions System by choosing the leavers option on the Schools Access Module (SAM).

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.

May we thank you for your assistance in this process which is always greatly appreciated. If you have any queries on process, 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