

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

Headteachers of all Junior Schools

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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

Transfer information for all Year 2 pupils will be distributed to infant schools during the week commencing 2 November 2020. Our application facilities will open on 9 November 2020, so we have asked infant schools not to release transfer information until that date at the earliest.

Parents will receive a leaflet summarising the application process encouraging them to make their application online.

On SchoolsNet you will find a copy of the Admissions Timescale 2021/22 which we hope you will find helpful.

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 2020. 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.

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.

You will be able to see the number of preferences for your school as they are recorded on the Admissions System on the School Access Module (SAM).

Should you receive any enquiries direct from parents please refer them to Admissions and Transport Team and ask them to email:
admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team