



Children's Services
 Admissions and Transport Team
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Headteachers of all Infant schools

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Ask for	Admissions & Transport Team
Our ref	SI-A-MW
Your ref	
Date	November 2023

Dear Headteacher

Transfer to Junior Education – September 2024

During the week commencing 23 October 2023, 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 (EHCP) 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 6 November 2023.**

You can view the following information online at [Apply for a school place - Derbyshire County Council](#)

[Primary, infant and junior school admissions - Derbyshire County Council](#)

[Parents' guide to primary admissions - Derbyshire County Council](#)

We strongly encourage parents to apply online at [Apply for a school place - Derbyshire County Council](#).

It would be appreciated if you would publicise this facility at your open events. Parents without access to the internet should contact the Admissions and Transport by ringing 01629 537479 for advice on how to make an application.

Full information on the application process is included in the [Parents' guide to primary admissions](#) on the Derbyshire County Council website. Parents requesting a hard copy of this guide should be referred to 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 EHCP are advised that the transfer of their child is dealt with via the annual review, and they are required to complete an 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 6 November 2023**, 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 Monday 15 January 2024.

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 the 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