



Children's Services  
 Admissions and Transport Team  
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 Derbyshire S41 8LJ

## Headteachers of all Junior 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

Transfer information for all Year 2 pupils will be distributed to infant schools during the week commencing 23 October 2023. Our application facilities will open on 6 November 2023 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 2024/25 which we hope you will find helpful.

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.

We will be using a new application service for parents to make their applications and parents will be directed to contact schools who have supplementary forms for information on completing these. If you are a Controlled school, we will continue to administer your Religious Conviction supplementary forms.

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.

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 the Admissions and Transport Team and ask them to email [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk).

Yours sincerely

**School Admissions and Transport Team**