



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

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Ask for	Maxwell Wragg
Our ref	SI-A-MW
Your ref	
Date	November 2023

Dear Headteacher

Applications for Reception Places – 2024/25 academic year

The application process for the 2024/25 reception intake opens on 6 November 2023.

The leaflet 'Applying for your child's infant/primary school place 2024-25' summarises the application process. A supply of the leaflets will be sent to you the week commencing 23 October 2023 and we will be pleased if you will make them available to the parents of children born between 1 September 2019 and 31 August 2020 who are eligible to start school during the 2024/2025 academic year. **Please do not distribute the leaflets to parents until 6 November 2023 as the application facilities do not open until this date.** Further supplies of the leaflet can be obtained by emailing admissions.transport@derbyshire.gov.uk.

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.

Parents of pupils with an Education Health Care Plan are advised that the admission of their child is dealt with by the SEND Administration team, and they should continue to liaise with their caseworker.

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).

In addition to the supply of leaflets, you will also receive 2 posters. Please ensure that this publicity is displayed prominently in school **from 6 November 2023** to ensure parents are aware of the need to make an application for a school place.

Parents should ensure that they submit their applications by the closing date which is **midnight on Monday 15 January 2024**.

Thank you for your assistance in this process, which is always greatly appreciated. If you have any queries on the process or any other admissions issue, please do not hesitate to contact the Admissions and Transport Team for advice by emailing admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team