

01 November 2019

Dear Parent/Carer

**IMPORTANT INFORMATION - ADMISSION INTO RECEPTION CLASS SEPTEMBER 2020**

The closing date for you to make your application for your child's admission into Reception is **15 January 2020**.

The best way to make your application is to apply online at [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions). Detailed information about the school admissions process and admission arrangements for all schools is provided on our web pages.

**The online system will ask for a UID number – please click ‘No UID’, this will allow you to continue with your application.**

To support you to make an informed application please view the information on the reverse of this letter and search for “Find a school” on the Staffordshire website where you can search and compare Staffordshire schools.

You must apply for all schools that you would prefer your child to attend, e.g. any schools outside of the Staffordshire area. It is very important that you check the admissions arrangements for each school to which you are applying in order to assess what priority will be given to your application, and to see whether you must provide supportive information alongside your application.

You must apply even if you have an elder child already attending the school (or affiliated Junior). No priority is given in the admission process because your child is currently in a nursery class and there is no guarantee that they will be allocated a place at the school at which they currently go to nursery.

If there are other persons with parental responsibility for your child, who are not living at your home address, it is expected that you will jointly agree on school places before an application is made. The local authority is not able to intervene in disputes between parents over school applications and will request that these are resolved privately.

**You must make an application. If you fail to do so, you should not assume that your child will automatically be admitted to your preferred school.**

You will receive the outcome of your application on the national offer date of **16 April 2020**.

If you require any assistance or further information, please call us on the telephone number above.

Yours faithfully

*School Admissions and Transport Service*

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## Important points to remember

- You **must** apply by **15 January 2020**. Last year there were nearly 700 late applications which may have affected the outcome of these applications.
- You **must** make an application, even if you have an elder child attending your preferred school.
- You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school.
- You **will not** gain an advantage by only listing one preference and this could affect your chances of being allocated a place at a local school within a reasonable distance from your home address. Do not list the same school three times.
- All applications are considered at the same time. Priority **is not** given to those who put the school first, or on a 'first come first served' basis.
- List the schools in the order that you would most prefer them and not the order you think you might get them.
- **The order** in which you list the schools is **only used** if you can be offered more than one school. In this case, you will be offered whichever of those schools is ranked highest in your application.
- **Be realistic** about the schools you apply for. It is recommended that you include your catchment school as one of your preferences, as otherwise your child may not be considered for a place.
- **Understand** the admission arrangements for each of your preferences. This will enable you to assess what order of priority will be given for each school.
- **Consider** how your child will get to school. Very few children are entitled to free or discounted home to school travel assistance.
- **Check** the admission arrangements for your preferred schools as you may be required to provide additional information or submit a supplementary form. It is **your responsibility** to provide any supportive information e.g. baptismal certificate. The Local Authority will not seek to obtain this information on your behalf.

