

Department for Children Families and Learning
School Admissions Team
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Please ask for/reply to: School Admissions

To parents/carers applying for a
Reception class place in the academic
year 2015/16

Your Ref:

Our Ref: AD/NA/15

Date:

***(Parents living outside the Borough of
Croydon must contact their own LA for
information on how to apply)***

Dear Parent/Carer

Application for a place at a Primary School in September 2015

If your child was born between 1 September 2010 and 31 August 2011, you **MUST** apply by Thursday 15 January 2015 for a primary school place for your child. Please visit www.croydon.gov.uk/admissions to apply.

The prospectus '**Admissions to Primary Schools 2015/2016**' which is available on www.croydon.gov.uk/admissions provides you with all the information about what you need to do to apply for a Reception class place for your child for September 2015. Before you complete your application for a school place, please take time to read the prospectus so that you can gain a full understanding of the coordinated arrangements for school admission.

We strongly advise that you apply online and a step-by-step guide on how to apply online is included in the primary prospectus. There are many benefits of using the online application process:

- it is quick and easy and you can complete your application over several sessions
- you can submit your application and make changes to it right up until the closing date
- you can attach documents to your online application in support of your application i.e. proof of address, medical letters etc....
- after you have submitted your application you will receive an email confirming receipt and details of your application
- you can see the results of your application from the evening of 16 April 2015 rather than waiting for your letter to arrive in the post.

If you do not have a computer at home or do not have internet access, you can use computers at Croydon libraries and Access Croydon at Bernard Weatherill House, with

staff on hand to help. However if you still wish to use the paper application form, please contact the council on 020 8726 6400.

You can apply for up to six primary schools, including schools outside Croydon. Make sure that you list them in your order of preference. Limiting the number of schools you apply for will not increase your chances of securing an offer of a place at your first preference school. Please remember you must only complete one application and if you apply online, you must **not submit a paper form**.

In addition to applying to the Local Authority (LA), some schools require you to complete a supplementary information form (SIF). These forms are available from the school and must be returned directly **to the school**. The SIFs seek information which is not collected in the LA application but which is needed by the schools concerned to enable them to reach a decision on your application. You will need to check the closing dates for the receipt of the SIF with the schools concerned. Croydon schools which require completion of a SIF are listed in the primary prospectus (but see also individual schools' websites). For schools situated outside of Croydon, the information about which schools require you to complete a SIF can be obtained from the school(s) or the LA in which the school is situated.

Your application, whether made online or using the paper form, must be completed and received by the Admissions Team at Bernard Weatherill House by **Thursday 15 January 2015**. All applications received by 15 January 2015 will be treated as on-time. After this date, applications will be classed as 'late' and will only be dealt with after the on-time applications have been processed.

Staff in the Council's Contact Centre will be pleased to answer any queries you may have on the arrangements for your child's admission to primary school, on the telephone number at the head of this letter.

Yours sincerely



Niora Amani
Acting School Admissions Manager