

To parents/carers applying for a
Reception class place in the academic
year 2017/18

Your Ref:

Our Ref: AD/MT/R17

Date: 1 September 2016

***(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 2017

If your child was born between 1 September 2012 and 31 August 2013, you **MUST** apply by **Sunday 15 January 2017** for a primary school place for your child. Please visit www.croydon.gov.uk/admissions to apply.

The prospectus '**Admission to Primary Schools 2017/2018**' which is available at 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 2017. 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 how to apply for a reception place.

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. **(please remember to re-submit your application every time you make changes)**.
- 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 18 April 2017.

If you do not have internet access at home, you can use a computer at Croydon libraries or Access Croydon at Bernard Weatherill House, with staff on hand to help.

You can apply for up to six primary schools, including schools located 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.

In addition to making your application online to the Local Authority, some schools require you to complete a supplementary information form (SIF). These forms are available from the school or at www.croydon.gov.uk/admissions and must be returned directly **to the school**. The SIFs seek information which is not collected on the online application but which is needed by the schools concerned to enable them to reach a decision on your application. 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 Local Authority in which the school is situated.

The deadline date for submission of your online application is **Sunday 15 January 2017**. All applications received by 15 January 2017 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, which is after 18 April 2017. Please refer to the paragraph titled 'Making changes to on-time applications and applying late' on page 12 of the prospectus for more information.

You must ensure that you submit your online application and where appropriate, the individual schools' supplementary information forms by the due date(s). If you do not complete the supplementary information form where necessary, or if your online application and/or supplementary forms are late, you are unlikely to receive an offer of a place at your preferred school.

Offers of primary school places at maintained schools throughout the country will be available to view online on **18 April 2017**. You will receive an email on 18 April 2017 when the outcome of your application is ready for you to view.

It is important to note that you will not be sent a letter in the post. You can access the result of your application as well as accept or decline your offer by logging into your eAdmissions account. **Please make sure that you keep login details (username and password) safe.**

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

Yours sincerely



Melanie Thomson
Admissions Manager – Primary Phase