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Your ref:

Our ref: HT Pri 2018 v2

Contact: **Lisa Herdman**
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September 2017

Dear Head Teacher

FIRST ADMISSION TO A PRIMARY SCHOOL- SEPTEMBER 2018

Please find attached to the email a letter that can be copied for any parents of prospective pupils who are due to start school for the first time in September 2018. It is important that this letter is forwarded to alert parents that they need to complete an application for a school place.

Parents of any child living outside North Yorkshire must apply to their own home authority to obtain information regarding their application process

Parents are advised to apply on line and the letter includes the link to the admissions area of the North Yorkshire County Council website where they can access all of the information they need to enable them to apply electronically. Paper copies of the form and information are available if requested.

The deadline for on time applications is **15th January 2018**.

Any form received after 15th January 2018 will be considered as late unless an acceptable reason is provided. This means that it will be looked at after all other parental preferences for the school have been met and therefore parents' late application could adversely affect their allocation of a school place.

Every year we have a number of parents who make a late application or do not make an application until after allocation day, so it would assist us if you could encourage families who you know have pre-school children to apply for a school place.

If you have a school newsletter it would be helpful to include a paragraph about applying for primary school place for any younger children by the deadline of 15th January 2018 and that this can be done on line at www.northyorks.gov.uk/school-admissions.

Also if you could explain to prospective parents whilst they are visiting the school or at your parents' evenings the importance of making an on time application and the requirement to apply through their home authority, this will facilitate the smooth allocation of school places.

We will work closely with you to ensure we receive applications prior to the deadline and if you hold a list of your prospective pupils please can you forward this to us as this will help us monitor the applications received.

For information **primary school places will be allocated on National Offer Day - Monday 16th April 2018**

Should you have any queries please contact either myself or the admissions team on the number above.

Yours sincerely

Lisa Herdman

Lisa Herdman
Business Support Manager