



## Northamptonshire County Council

**Parent / Carer**

Please ask for: School Admissions  
Tel: 0300 126 1000  
Our ref: 4+ 2020  
Date: 10<sup>th</sup> September 2019

Dear Parent / Carer,

### **Applying for place in Reception in primary and infant schools for September 2020**

Our records show that there may be a child living at the above address who will be eligible to start school in September 2020. If your child's 4<sup>th</sup> birthday falls between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020, you will need to apply for their primary school place for September 2020.

### **How to apply**

The easiest and quickest way to apply is online at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions). The application process opens on 10<sup>th</sup> September 2019. You will need to register using an email address. Alternatively, you may wish to complete a paper application form which you can request from the School Admissions Team (contact details below).

You may also download a copy of the 'Applying for a Primary School Place in Northamptonshire 2020/21' booklet from our website. Please read the booklet before making your application.

In addition to your application form, some schools also require you to complete a supplementary information form (SIF). The list of the schools that this applies to can be found on our website. SIFs must be returned directly to the school. For schools requiring a SIF, your application will not be complete unless you complete and return both the application form and the SIF by the closing date.

### **Closing date for applications**

Your application form must reach us by **5pm on 15<sup>th</sup> January 2020**. Failure to do this may affect your chances of obtaining a place for your child at your preferred schools.

### **Further help**

We will be holding a series of School Admissions Application Events where a School Admissions Officer will be available to answer any questions about the admissions process, including advice about applying online. The dates of these events can be found on our website.

Alternatively, you may contact us using the email address or telephone number below.

Yours faithfully,  
School Admissions Team

School Admissions Team, Northamptonshire County Council,  
One Angel Square, Northampton, NN1 1ED

w. [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)  
t. 0300 126 1000  
e. [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk)

