



Headteacher: Clare Sutherland

Merrywood Road
Southville
Bristol
BS3 1EB
Tel: 0117 3772671

Myrtle Street,
Southville
Bristol
BS3 1JG
Tel: 0117 3534444

Dear Parent/Carers

Reception Admission – September 2019

Children born between 1st September 2014 and 31st August 2015 should make an application for a Reception Place in September 2019 **by midnight on 15th January 2019**. Make sure you apply on-time. Please see attached leaflet from Bristol City Council.

Applications via post or online postmarked after this date and time will be treated as late applications and a school place will NOT be allocated in the first round of offers.

This is the Admissions website; please click on this link for all information regarding Reception Admissions 2019. www.bristol.gov.uk/schooladmissions

All children for whom an application has been received will be made an offer of a school place. The statutory common date for all Local Authorities to notify parents/carers of the outcome of their application is 16th April 2019.

Children whose parents are unable to apply on-line

Parents/carers unable to apply on-line can apply using a paper application form. Application forms are available from School Admissions upon request, or can be downloaded from our website. We can always download an application form for you, please come into the school office.

Children living outside the Bristol LA area

Children living outside Bristol City Council area **must** apply on their **Home LA** common application form (i.e. where they pay Council Tax). We are unable to process any application made in error to us.



Children with an Education, Health and Care Plan

There is a separate procedure. The SEN team will be sending a unique application form to each of these children. They should NOT apply on-line. The SEN Team will still need to check that the school understands and can meet the child's needs as set out in the Plan, before a place can be offered.

In a few cases, it may be that the key stage transfer review recommends that the child transfers to a special school or resource base. In such cases you should check with the SEN Team whether this recommendation has been agreed and a final decision taken.

National submission date for on-time applications set by Central Government for a Reception school place for September 2019 is **midnight on 15th January 2019** and this is when the on-line system will close.

Please contact us in the school office if you need any further help or information with regards to your child's application.

Yours sincerely

Southville Primary School.