

Wednesday 2<sup>nd</sup> September 2020

Dear Parents/Carers

### **Reception Admission – September 2021**

This letter is to let you know that if you have a child born between 1st September 2016 and 31st August 2017 you need to ensure that you make an application for Reception in September 2021 by midnight on 15th January 2021. We are also sending a pdf flyer for your attention.

If you have children already in school, you still need to make an on-line application for a Reception school place by the closing date of 15th January 2021. Applications must be made to the Local Authority.

School Admissions information is available on-line for parents/carers to view and download.

The preferred method of application is on-line.

On-line is the preferred method of application because:

- The system helps applicants by checking for errors
- There is no risk that applications will be lost in the post
- It is quick and easy to do
- Applicants will receive an immediate email confirming that their application has been received.
- Applicants will receive email notification of the outcome of their application on the same day as the offer letters are posted.

If you need help applying, you can use on-line facilities in school. Applications made in the Parents' Portal must be made using the parent/carer's email address to enable the notification email to be issued on national offer day. Alternatively, we may be able to assist parents by making an application in the Establishment Portal. The outcome of applications made via the Establishment Portal will be made by letter, posted to the parent's home address on national offer day.

The national submission date for on-time applications set by Central Government for a Reception school place for September 2021 is **midnight on 15<sup>th</sup> January 2021** and this is when the on-line system will close.

Paper applications 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.

### **Children whose parents are unable to apply on-line**

If parents/carers are unable to apply on-line they can apply using a paper application form. Application forms are available from School Admissions upon request, or can be downloaded from their website. Schools can download an application form for a parent/carer who does not have an access to a computer.

### **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). Bristol are unable to process any application made in error to us.

### **Children with an Education, Health and Care Plan**

There is a separate procedure for children with an EHCP. The SEND team will be sending a unique application form to each of these children. They should NOT apply on-line. The SEND 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 SEND Team whether this recommendation has been agreed and a final decision taken.

### **The national statutory offer date is 16<sup>th</sup> April 2021.**

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 2021.

- If a parent applied on-line an email will be sent notifying them of the outcome of the application. School places can be accepted or declined on-line by following the instructions given.
- If a paper application was made, a letter will be sent on 16<sup>th</sup> April 2021 advising the outcome of the application.
- Parents who applied via the parent portal will receive a message on 16<sup>th</sup> April 2021 to log into their account to view the outcome of their application.

If you have any queries about any of the guidance in this letter please contact the School Admissions team at: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

Yours sincerely  
Ms Kate Slatcher  
Head teacher

Rights Respecting School Article 29:

*Education must develop every child's personality, talents and abilities to the full.*