

My ref: AMW
Your
Date: 10 September 2019
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The Manager
Early Years Settings

Learning Directorate
0-19 Place Planning and Organisation Service
Admissions Team

Box OCT1221
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Dear Manager

Subject	Admission to Primary School - September 2020
Summary	Poster for display and leaflets to hand out
Audience	Early Years/Nursery Manager

The application process for children due to start primary school in September 2020 begins on **12 September 2019**. Our aim is to reach as many parents as possible, to let them know how, and when, they must apply for a school place.

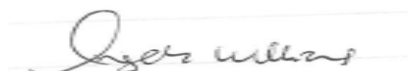
The national closing date for applications is **15 January 2020**. Any applications received after this time will be late and considered only in May 2020, after all "on-time" applications, so it is very important that parents do apply by the closing date.

In this email pack, you will find an A4 poster and an information leaflet for those children who are resident in Cambridgeshire, attending your setting and are due to start school next September. I would be grateful if you could display the poster and distribute the leaflets accordingly from **12 September 2019** onwards.

All applications must be made to the Local Authority where the child lives. Parents of pupils who do not live within Cambridgeshire will need to contact their home Local Authority to request the relevant application pack.

If you have any queries about the primary transfer process, please do not hesitate to contact a member of the Admissions Team at admissions@cambridgeshire.gov.uk.

Yours sincerely,



Angela Williams
Admissions Officer
(Transitions)