



## Scalford C of E Primary School

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30<sup>th</sup> September 2014

Dear Parent/Carer

### **FIRST-TIME ADMISSIONS TO INFANT & PRIMARY SCHOOLS – 2015/16**

I am writing concerning first-time admissions for the Autumn Term 2015.

Parents are now able to apply for a school place for Autumn 2015 with the closing date of **15<sup>th</sup> January 2015**. Parents are encouraged to apply online at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). This is quick and easy and an e-mailed receipt is sent within 15 minutes of the application being submitted so parents are sure it has gone through correctly. This also allows parents to view their application and update it up until the closing date and to view their results online on the offer date. If parents do not have access to the internet at home they are able to access the internet for free at all Leicestershire Libraries. If parents are not able to do this then an application form can be downloaded from the LCC website to give to parents to apply by post. Alternatively they can call our Customer Service Centre on 0116 305 6684 and a form will be posted out to them.

Applications received after the closing date are late and have lowest priority of all, unless there is a significant and genuine reason for lateness. Therefore, in the case of oversubscribed schools it may not be possible to allocate places to children living in the catchment area whose applications arrive after the closing date.

Yours faithfully

School Admissions.