

To all parents/carers of children born between  
1 September 2020 and 31 August 2021

School Admissions Team  
Sand Martin House  
Fletton Quays  
Bittern Way  
Peterborough  
PE2 8TY

September 2024

Dear Parent or Carer

**Re: RECEPTION YEAR INTAKE APPLICATIONS FOR SEPTEMBER 2025**

I write to inform you about the process for applying for a Reception school place for your child for September 2025. All Reception applications for 2025/26 should be completed online and you can apply anytime from 12 September 2024 through to 15 January 2025. The Primary Admissions Booklet along with all information in regards to your catchment or nearest school and how school places are allocated is available on our website.

To complete an application and or to read the booklet, please visit our website:

[www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

You need to click on Sign in or Create Account on the Parent Portal the link is available through the website listed above.

The most important factor in applying for your child's school place is to make sure that your application is made on time. **The closing date for application is 15 January 2025.** If your application is late, it will not be dealt with until all on-time offers have been made; and with the numbers of children seeking a school place growing every year, the first allocation will fill most of our schools leaving you limited in options in where you will be able to find a place.

Our advice in considering your preferences is as follows:

- Consider how your child would meet the oversubscription criteria for the schools you are considering – is it likely that you would get a place? e.g. are you living in the catchment area for the school? Do you have another child at the school?
- Use all three preferences and consider your preferences carefully.
- Consider how your child would get to school when making your application.

Once again a few important reminders:

- **DO NOT MISS THE DEADLINE – 15 JANUARY 2025**
- **REMEMBER TO SUBMIT YOUR APPLICATION**
- **IF YOU ARE APPLYING FOR A SCHOOL UNDER RELIGIOUS GROUNDS PLEASE ENSURE YOU SUBMIT YOUR SIF TO THE SCHOOL BY 15 JANUARY 2025.**

Yours faithfully

**Admissions Team**