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Please ask for: Isabel Clark
Our Ref:
Your Ref:

To all parents/carers of children born between
1 September 2011 and 31 August 2012.

RESOURCES
School's Infrastructure
3rd Floor
Bayard Place
Broadway
Peterborough
PE1 1FB

September 2015

Dear Parent or Carer

Re: RECEPTION YEAR INTAKE APPLICATIONS FOR SEPTEMBER 2016

I am writing to inform you of a few changes for the 2016 admission to school process for those who will be 5 years of age in the academic year 2016/17

Our application system this year is ALL ON-LINE and the booklet normally sent out to our pre-school settings is available to you on our website. However if you would like a hard copy then you can collect one from the council offices at Bayard Place, Broadway, Peterborough.

For both applications and the booklet the website address is:

www.peterborough.gov.uk/admissions

You need to locate the ENROL system to create an account in your own name and then add in the details of your child and your school preferences. You should be able to do this from any computer, tablet, ipad etc.

The benefits of the on-line system are:

- a more secure process
- email acknowledgement of the submission of your application – no more paper forms going astray. Please note, that if you go back in to amend your application you MUST RE-SUBMIT your application
- help on-line for each question
- on allocation day you can access your account (or an email may be sent) to let you know the school you have been allocated – this facility opens at 12.30am on allocation day.

The most important factor in applying for your child's school place is to make sure that your application is made on time. Making a late application will mean that your application is not 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 options in where you will be able to find a place.

Executive Director: John Harrison

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 your first preference to meet the needs of your heart
- Use preferences 2 and 3 to be realistic – if you don't get the school of your choice, what would you be happy to settle for – and how likely are you to get into those schools.
- We do not provide transport to school (except in extreme circumstances and you must be living more than 2 miles from the school) so consider how your child would get to school.

I hope this letter is helpful. I'm afraid the Admissions Team is a very busy team and it is often difficult to reach us on the phone. However all emails are replied to within 5 working days. Our email address is:

admissions@peterborough.gov.uk

Once again a few important reminders:

- DO NOT MISS THE DEADLINE – 15 JANUARY 2016
- REMEMBER TO FINALLY SUBMIT YOUR APPLICATION – especially if you go back in to amend anything

I wish you well with your application.

Yours faithfully

Isabel F Clark
Head of School Admissions

Executive Director: John Harrison