



**Commissioning, Inclusion and Learning Services,
Admissions Team**, Level 5, West Wing, Moorfoot
Sheffield, S1 4PL
Tel: 0114 2735766 Fax: 0114 2734155
E-mail: ed-admissions@sheffield.gov.uk
Website: www.sheffield.gov.uk/pupiladmissions

To the Parent of:
A Pupil

Pupil ID: 0123456
Catchment school(s):
Charnock Hall Primary Academy

Date: 7th September 2020

Dear Parent

RE: Admission into Primary School 2021/22 for Sheffield Residents

As you have a child who was born between the 1st September 2016 and the 31st August 2017 (inclusive), I am writing to tell you that you need to apply for a school place. Your child is eligible to start school in the 2021/22 school year. This letter, the enclosed leaflet and the information sheet will help you to make your application, and you can now apply online.

To apply online just go to: www.sheffield.gov.uk/home/schools-childcare

If you have not already done so you will need to register your child on the Council's Citizen Portal. You will be sent an email with a link to activate your account. You will then

be able to apply online for a school place by selecting the '**School Places**' button.

Once your application has been submitted, an acknowledgement will be sent to your e-mail account confirming receipt and listing the schools that you have expressed. Please note, if you re-enter the site at any point you **MUST** always re-submit your application, even if you do not make any changes to the application.

If you prefer, you can complete and return a paper application form which you can download from our website (see website address at the top of this letter). It is your responsibility to make sure the form is received by the Admissions Team no later than 15th January 2021. You can return it to us as follows:

Postal address only: Admissions Team, Floor 5 West Wing Moorfoot Sheffield S1 4PL

Hand deliver: First Point, Howden House, 1 Union Street, Sheffield S1 2SH-obtain receipt

Important Dates

Applications invited from:	7th September 2020
Online site closes:	7th December 2020 (noon)
Closing Date:	15th January 2021
Offer Date:	16th April 2021
Appeals Held:	June 2021 onwards

Please note that failure to make an application before the closing date will mean that your child has less chance of obtaining a place at your preferred school(s).

You can apply for up to three schools. This can be a combination of community, foundation, voluntary aided schools or academies in Sheffield or in another Authority. It is

strongly recommended that you apply for more than one school: selecting a second and third preference does not weaken your first preference but may give you a possible fall back position if your first preference is unsuccessful. Do not select the same school twice as it will not increase your chances. We also recommend that you include your catchment school as one of your preferences.

Please make sure that you read the Information Sheet enclosed with this letter before you make your application. On this sheet you will find information about:

- Why it is important for you to give the full reasons for each school you apply for, especially if you need to lodge an appeal against the refusal of a place at a later date;
- Changing Address, for both house purchases and rental properties. Please note, the allocation of your child's school place will be based on the address you live at on 31st January 2021;
- Applying for a Catholic or Church of England Aided school, and the additional information that those schools need to correctly categorise an application;
- Attendance at a Nursery attached to a school
- Shared Parental Responsibility
- Children in Care or previously in Care
- If you are applying for a school(s) in another Authority

**If you require any advice before making your application, please contact:
The Admissions Team on 0114 2735766, or email ed-admissions@sheffield.gov.uk**

Yours sincerely,



Admissions Team
Commissioning, Inclusion & Learning Services

It is really important that your child is up to date with their vaccinations before they start school to prevent them from getting serious avoidable illnesses. Please contact your GP to arrange the vaccination(s) if you think your child's vaccinations are not up to date.