



**St Peter's CE Primary Academy**  
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25<sup>th</sup> October 2023

Dear Parents,

From 1<sup>st</sup> November, parents of children who will be entering Reception in September 2024 are required to apply for a place at their preferred school through the Staffordshire County Council admissions process. The accompanying letter to parents from Staffordshire Admissions gives details for parents on how to apply for a place and the process that will be followed to award places to children ready for next September.

We understand that choosing the right school for your child is a big decision and the choice you make will impact on the success of your child's formal education. At St. Peter's we strive to enable every child to 'Reach for the Sky' in all they do, knowing each child as an individual and nurturing them to become successful, hard-working and resilient learners ready for their future. We offer an inspiring, caring and supportive setting for learning, founded upon our Christian principles, where we seek the best outcomes for every child. It is our belief that St. Peter's provides the very best start for your child's education and we hope that you will choose our academy to be the right setting for your child's learning journey.

#### Details of the timescale for applications

**All applications should be made online at:** [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)

**Applications open:** 1<sup>st</sup> November 2023

**Applications close:** 15<sup>th</sup> January 2024

**Parents notified of Reception Place:** 16<sup>th</sup> April 2024 (National Offer Day)

To help parents get to know what St. Peter's offers for Reception and beyond, we will be hosting further small group tours of our Early Years provision at 4.30pm on:

Tuesday 7<sup>th</sup> November 2023      Thursday 9<sup>th</sup> November 2023

Please phone or email the academy office to let us know if you would like to join us on one of these visits. If these times are not convenient, please let the office know and we will do our best to accommodate further visits into our setting to help you make your application decision.

Further information about our Reception setting, our Early Years curriculum and full details of what St. Peter's can offer your child can be found on our website <https://www.stpeters-keys.com/> and in the academy prospectus, available online at <https://www.stpeters-keys.com/academy-prospectus>. There are also welcome videos to meet the Early Years staff available at

<https://www.stpeters-keys.com/starting-st-peters> as well as full details of our admissions policy for 2024. If you have any specific questions about our setting or our school, prospective parents are warmly encouraged to contact the academy office who will be happy to help you.

Thank you for considering an application to St. Peter's for your child's Reception place. We hope that the information provided in this letter and on our website helps you to see what we offer at St. Peter's and to help you make your decision. We very much look forward to working with you and hope that we can help your child 'Reach for the Sky' as they begin their education with us in September.

Yours sincerely,

*Wmstevens*

Mr W. Stevens

Headteacher



October 2023

Dear Parent/Carer

**IMPORTANT INFORMATION - ADMISSION INTO RECEPTION CLASS SEPTEMBER 2024**

To be sure of receiving an offer on national offer day please apply online through our website [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions) from **01 November 2023**.

**The online system will ask for a UID number – please click 'No UID', this will allow you to continue with your application.**

You will need to make your **application by 15 January 2024** and your child will receive an offer of a reception place on national offer day 16 April 2024.

All the information you need about the admissions process within Staffordshire is available on our web pages.

Please be sure to read the reverse of this letter and use our "school search and compare" facility on the Staffordshire website. You can also check if your child will be eligible for free home to school transport by visiting [www.staffordshire.gov.uk/schooltransport](http://www.staffordshire.gov.uk/schooltransport).

You must apply for all schools that you would prefer your child to attend including schools outside of Staffordshire or grammar schools. You will need to check the admissions arrangements for each school you are interested in to see what priority will be given to your application and whether you should provide additional information or a supplementary form with your online application.

**If you do not make an application your child will be disadvantaged as children whose parents/carers have applied will be given priority for popular schools.**

You must apply even if you have an elder child already attending the school (or affiliated Junior). No priority is given in the admission process because your child is currently in a nursery class and there is no guarantee that they will be allocated a place at the school at which they currently go to nursery.

If there are other persons with parental responsibility for your child, who are not living at your home address, it is expected that you will jointly agree on school places before an application is made. The local authority is not able to intervene in disputes between parents over school applications and will request that these are resolved privately.

If you require any assistance or further information, please call us on the telephone number above.

Yours faithfully

### *School Admissions and Transport Service*

#### **Important points to remember**

- You **must** apply by **15 January 2024**. Last year there were nearly 700 late applications which may have affected the outcome of these applications.
- You **must** make an application, even if you have an elder child attending your preferred school.
- You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school.
- You **will not** gain an advantage by only listing one preference and this could affect your chances of being allocated a place at a local school within a reasonable distance from your home address. Do not list the same school three times.
- All applications are considered at the same time. Priority **is not** given to those who put the school as a first preference, or on a 'first come first served' basis.
- List the schools in the order that you would most prefer them and not the order you think you might get them.
- **The order** in which you list the schools is **only used** if you can be offered more than one school. In this case, you will be offered whichever of those schools is ranked highest in your application.
- **Be realistic** about the schools you apply for. It is recommended that you include your catchment school as one of your preferences, as otherwise your child may not be considered for a place.
- **Understand** the admission arrangements for each of your preferences. This will enable you to assess what order of priority will be given for each school.
- **Check** the admission arrangements for your preferred schools as you may be required to provide additional information or submit a supplementary form. It is **your responsibility** to provide any supportive information e.g. baptismal certificate. The Local Authority will not seek to obtain this information on your behalf.
- **Consider** how your child will get to school. Very few children are entitled to free or discounted home to school travel assistance. You can check if your child is entitled by visiting [www.staffordshire.gov.uk/schooltransport](http://www.staffordshire.gov.uk/schooltransport).
- You will be notified of your child's offer on **16 April 2024** and not before.