December 2017

Our Ref: HP6818

Dear Parents/Guardians

**RECEPTION INTAKE FOR SEPTEMBER 2018**

I would like to remind you that the deadline for ‘on time’ applications is **MONDAY 15th JANUARY 2018**. Any applications the Admissions Department receive after this date will be classed as late applications and will be considered after all other on time applications have been determined. **IF YOU DO NOT MAKE AN APPLICATION, YOUR CHILD WILL NOT BE ALLOCATED A PLACE AT ANY SCHOOL**.

Admissions prefer you to apply online at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) which is quick and easy to do. If you apply online you will receive an email to confirm your application has been received. If you would like to make a telephone application, you will need to call **01332 642728 or 642730** which will take about 5 minutes**.**

If you require any assistance then please contact Mrs Keen in the school office.

Yours sincerely

Mrs R Sandhu

Head of School