4 November 2016

Our Ref: HP5983

Dear Parents/Guardians

Your child is due to start school in September 2017 and you must therefore complete an application form by **15th January 2017**.

 **If you do not make an application, your child will not be allocated a place at any school.**

**You can complete an application by either:**

* **Completing an online application at** [**www.derby.gov.uk/primapps**](http://www.derby.gov.uk/primapps)
* **Make a telephone application by calling 01332 642728 or 642730**
* **Request a paper form to complete by calling 01332 642728 or 642730**

If you require any assistance then please call and see Mrs Keen in the School Office who will be only too happy to assist.

Yours sincerely

Mrs R Sandhu

Interim Headteacher