



To Parent/Carer of:

Co-ordinated Admissions  
Education Planning & Infrastructure  
Shire Hall  
Westgate Street  
Gloucester  
GL1 2TP

email: [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)

Please ask for: Co-ordinated Admissions

Phone: 01452 425407

Date: November 2023

Dear Parent/Carer

### **TRANSFER TO JUNIOR SCHOOL, SEPTEMBER 2024**

According to our records, your child will be transferring to Junior School in September 2024.

I am therefore writing to inform you the facility to make an online application is open from 3 November 2023 to 15 January 2024. **All applications must be received by the deadline of Monday 15th January 2024.**

Before completing the online application, it is important that you read the information in the Primary Admissions Guidance Booklet 2024/2025 and the Primary Schools/Academies Information Booklet 2024/2025. To view all this information please go to [www.gloucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-school-year-3-junior-school-lower-to-middle-school-places-for-september-2024/](http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/admission-to-reception-at-primary-school-year-3-junior-school-lower-to-middle-school-places-for-september-2024/). Once you have read the information to make the online application - click apply here which will take you to the page via the online portal. You will receive email confirmation of your application once submitted, which you must keep.

#### **I would like to draw your attention to the following points:**

- On the online application you will only be able to apply for Year 3 places for September 2024 at Junior Schools. If you wish to apply for a Year 3 place at a Primary School rather than a Junior School, you will need to do this via the In Year process. Details available at [www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/](http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/applying-for-a-school-place-during-the-school-year/). However, we strongly advise you to apply for a junior place by the deadline in case the primary school is full.
- If your child will be attending an independent school, home educated or moving out of the country it would be very much appreciated if you could notify us on the email address above providing the following information - child's name, date of birth and school they will be attending in September 2024 if applicable.
- For information on schools in your area there is a mapping tool ( Find a school) available on our website [www.gloucestershire.gov.uk/education-and-learning/](http://www.gloucestershire.gov.uk/education-and-learning/) Alternatively this information is available in the Information Booklet
- If your child has a brother or sister already attending your preferred school or companion infant school, you must still make an application for a school place and provide the sibling details on the application.



- If your child's permanent home address is different to the one shown at the top of this letter, you need to provide official documentation of the correct address. The documentation we will accept is detailed in the Primary Admissions Guidance Booklet 2024/2025. The documents can be sent to the email given on this letter or uploaded when making the application online.
- Before making your application, you need to consider carefully how your child will get to and from school, as you may not be entitled to assistance with transport. For details of the transport policy please see the Primary Admissions Guidance booklet.

If you are unable to apply online and you require a paper Common Application Form, please contact Co-ordinated Admissions on 01452 425407 who will post one out to you. Alternatively, there is a downloadable form available on our website.

Yours faithfully

Lisa Mullis

Admissions & Travel Assistance Manager  
Commissioning for Learning

#### To do list

- Read the Primary Information booklet – this details specific information regarding every Gloucestershire school such as number of school places available and the admission policy.
- Read the Primary/ Infant School Guidance booklet – this provides you with important information regarding our policies/procedures and general guidance on how to apply.
- Register, complete and submit application - **by closing date, midnight.**
- **Monday 15th January 2024.** You can use our Parents Guide to the School Admissions Online Application if you need assistance.
- Provide proof of change of address (if applicable)
- Provide medical evidence **directly to school** (if applicable)
- Submit evidence of **faith to faith school** (if applicable)
- Keep email receipt somewhere safe until allocation day (**Tuesday 16<sup>th</sup> April 2024**)

(Please make sure you keep a note of your registration email address and password)

Username (email address)	
Password	