

Please ask for: School Admissions Service
Telephone No: (0116) 454 1009 (option 1)
Email: admissions.online@leicester.gov.uk
Website: www.leicester.gov.uk/admissions
Date: 1 September 2016



Dear Parent/Guardian(s)

Starting Full-Time School - Autumn Term 2017

As you may be aware, all children born between 1 September 2012 and 31 August 2013 are able to take up a full time place to start at a Primary School from August 2017.

If you are resident in Leicester City, full information about how to apply and details of our schools can be found on our website at www.leicester.gov.uk/admissions. We recommend that you take the time to read our Primary School guide as this will fully explain the admissions process including the option of taking up a part time place or deferring entry to school until later in the academic year. If you live outside of Leicester City, you will need to apply to the authority you pay your council tax to.

Please note that you must apply by no later than the closing date of 15 January 2017. If you apply after this date, your application will be late and you may lose out on your choice of Primary School.

If you would like help in completing your online application, we are running help sessions for parents. Details of each session are on the website at www.leicester.gov.uk/admissions. You can attend any session and staff will be happy to help you. Alternatively, you can get help at any Leicester City Customer Service Centre, library or community centre.

If you intend to apply for a Voluntary Aided school or Academy, you may also need to complete a supplementary information form. These forms can be downloaded from our website but will need to be returned directly to the school by no later than the closing date.

If you have any queries regarding this letter please contact the Customer Service Centre on (0116) 454 1009 (Option 1).

Yours faithfully,

School Admissions Service