Children's Services
Admissions and Transport Team
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All Infant and Primary Schools

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Ask for Carly Lunn
Our ref SI-A-CL
Your ref
Date November 2026

Dear Headteacher

Applications for Reception Places – 2027/28 academic year

The application process for the 2027/28 reception intake opens on 9 November 2026.

The leaflet 'Applying for your child's infant/primary school place 2027-28' summarises the application process. A supply of the leaflets will be sent to you the week commencing 2 November 2026 and we will be pleased if you will make them available to the parents of children born between 1 September 2022 and 31 August 2023 who are eligible to start school during the 2027/28 academic year.

Please do not distribute the leaflets to parents until 9 November 2026 as the application facilities do not open until this date. Further supplies of the leaflet can be obtained by emailing admissions.transport@derbyshire.gov.uk

On SchoolsNet you will find a copy of the Admissions Timescale 2027/28 which we hope you will find helpful.

You can view the following information online at www.derbyshire.gov.uk/admissions

Primary, infant and junior school admissions - Derbyshire County Council

Parents' guide to primary admissions - Derbyshire County Council

We strongly encourage parents to apply online at www.derbyshire.gov.uk/admissions It would be appreciated if you would publicise this facility at your open events. Parents without access to the internet should contact the Admissions and Transport by ringing 01629 537479 for advice on how to make an application.

Parents will be directed to contact schools who have supplementary forms for information on completing these.

Full information on the application process is included in How to apply for a place at Primary School - a guide for parents at www.derbyshire.gov.uk/admissions Parents requesting a hard copy of this guide should be referred to the Admissions and Transport Team, details as above.

Parents of pupils with an Education Health Care Plan are advised that the admission of their child is dealt with by the SEND Administration Team and they should continue to liaise with their caseworker.

You will be able to see the number of preferences for your school as they are recorded on the Admissions System on the School Access Module (SAM).

In addition to the supply of leaflets, you will also receive 2 posters. Please ensure that this publicity is displayed prominently in school **from 9 November 2026** to ensure parents are aware of the need to make an application for a school place.

Parents should ensure that they submit their applications by the closing date which is **midnight on 15 January 2027**.

Thank you for your assistance in this process which is always greatly appreciated. If you have any queries on the process or any other admissions issue, please do not hesitate to contact the Admissions and Transport Team for advice by emailing admissions.transport@derbyshire.gov.uk

Yours sincerely,

School Admissions and Transport Team