DERBYSHIRE County Council

Children's Services
Admissions and Transport Team
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Headteachers of Nursery Schools

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Ask for Admissions & Transport Team
Our ref SI-A-CL
Your ref
Date November 2026

Dear Headteacher

Applications for Reception Places – 2027-28

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

It is important that all parents make an application for a school place. Parents must apply through their home authority for school places and details of the procedure for Derbyshire parents are included in this letter. Parents residing in the area of other local authorities (including Derby City) must make their application to that authority.

The leaflet 'Applying for your child's infant/primary school place 2027-28' provides a summary of the application process. A supply of the leaflets will be sent to you during the week commencing 2 November 2026 and we will be pleased if you would make them available to the parents of children born between 1 September 2022 and 31 August 2023 who attend your nursery. **Please do not distribute the leaflets to parents until 9 November 2026 as the application facilities do not open until this date.**

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. Parents without access to the internet should contact the Admissions and Transport by ringing 01629 537479 for advice on how to make an application.

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.

It should be pointed out that parents are advised that attendance at a particular nursery does not guarantee a place at the associated infant or primary school, and parents must make an application to be considered for a school place.

In addition to the supply of leaflets, you will receive 2 posters and we would be grateful if you would ensure that this publicity is displayed prominently **from 9 November 2026** in order that parents are aware of the need to apply for a school place.

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

We hope the above is helpful and would like to thank you for your assistance in the process. If you have any queries please do not hesitate to contact the Admissions and Transport Team by emailing admissions.transport@derbyshire.gov.uk

Yours sincerely

School Admissions and Transport Team