DERBYSHIRE County Council

Children's Services
Admissions and Transport Team
The Quad
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Chesterfield
Derbyshire S40 2GQ

Headteachers of all Infant Schools

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Email admissions.transport@derbyshire.gov.uk
Ask for Admissions & Transport Team
Our ref SI-A-CL
Your ref
Date November 2026

Dear Headteacher

Transfer to Junior Education – September 2027

During the week commencing 2 November 2026 you will receive a supply of leaflets relating to the Junior transfer process.

We would be grateful if you will ensure that all Y2 Derbyshire children without Education Health Care Plans (EHCP) are provided with a copy of the leaflet to take to their parent/guardian.

The leaflet summarises the application process and encourages them to make their application online. **Applications open on 9 November 2026**.

You can view the following information 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.

How to apply for a place at Primary School – a guide for parents is available online at www.derbyshire.gov.uk/admissions or parents can request a hard copy by contacting the Admissions and Transport Team details as above.

A summary of the junior provision identified in relation to each pupil will be sent to you with the leaflets and posters.

Parents of children with an EHCP are advised that the transfer of their child is dealt with via the annual review.

With regard to out-of-county children, I have requested that the home authority forward appropriate transfer information. However, you will also be sent individual letters for these children advising parents to contact their home authority.

The leaflets must be issued to parents via the children during the week commencing **Monday 9 November 2026**. If a Year 2 child is absent from school during this week, we would be grateful if you could post the information to the parents home.

The closing date for the submission of applications is midnight on 15 January 2027.

You will be able to see the applications for your year 2 children as they are entered on the Admissions System by choosing the leavers option on the Schools Access Module (SAM).

If parents wish to access independent advice or information on school admissions, they can contact the Children's Legal Centre at www.childrenslegalcentre.com or call the advice line on 0300 330 5485.

May we thank you for your assistance in this process which is always greatly appreciated. If you have any queries on process, 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