Dear Parent/Carer

We are writing to let you know that if you have a child born between the following dates of **1st September 2018** and **31st August 2019,** your child is due to start Primary/Infant School in **September 2023** and you now need to apply for your child's School place.

Please note it is your responsibility to apply for a school place for your child.

How can I apply?

Applying could not be simpler. Simply complete the online application form which will be available on our website 24 hours a day 7 days a week via the link below. It **must** be completed and submitted by midnight **15th January 2023**.

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/427/primary_school_places_and_admissions

Your first step will be to register your details and select a password if you do not already have a Citizen Portal account. You will then be able to make your application.

Once your application has been submitted an automatic email receipt will be sent to your e-mail address. You can make changes to your application, including the preferences, up until midnight on the closing date. If you return to your application at any time, simply to view it, or make changes, you must remember to complete the process and **re-submit the application**. Any un-submitted applications will not be considered.

Where can I get information about Schools and the Admission Process?

On the link below is the 'Primary Admission Guide' which explains the admissions process. This guide has a full list of schools and their addresses together with information on how we allocate places etc. You can view or print the guide from our website at

https://www.swindon.gov.uk/downloads/file/6697/primary_and_junior_school_admissions_guide_2023

If you do not have access to the internet at home, you can use the computers at Libraries to make your application.

We *strongly* advise that all Parents/Carers read the Admissions Guide before making their application. You will be asked to confirm that you have read and understood this guide before you submit your application.

Key dates in the application process

You must submit your application **no later than midnight on the 15th January 2023**. This is the

closing date. The online facility will also close on this date.

Offer emails will be sent out on the **17th April 2023.**

You must accept or refuse the place offered by the 30th of April 2023**.** (You will be sent instructions on how to accept your place in your offer email). Once you have accepted your child's place the school will contact you with further information.

If you would like any further information or assistance with the Admission process, The Admissions Team will be able to answer any queries you have, please submit a general enquiry request via our website.

Yours sincerely

School Admissions Team