

My ref: AMW  
Your

Date: 7 September 2020

Contact Admissions Team  
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The Manager  
Early Years Settings

Learning Directorate  
0-19 Place Planning and Organisation Service  
Admissions Team

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Dear Manager

<b>Subject</b>	<b>Admission to Primary School - September 2021</b>
<b>Summary</b>	<b>Poster for display and leaflets to hand out</b>
<b>Audience</b>	<b>Early Years/Nursery Manager</b>

The application process for children due to start primary school in September 2021 begins on **10 September 2020**. Our aim is to reach as many parents as possible, to let them know how, and when, they must apply for a school place.

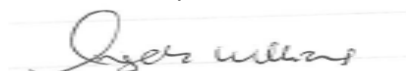
The national closing date for applications is **15 January 2021**. Any applications received after this time will be late and considered only in May 2021, after all "on-time" applications, so it is very important that parents do apply by the closing date.

In this email pack, you will find an A4 poster and an information leaflet for those children who are resident in Cambridgeshire, attending your setting and are due to start school next September. I would be grateful if you could display the poster and distribute the leaflets accordingly from **10 September 2020** onwards.

All applications must be made to the Local Authority where the child lives. Parents of pupils who do not live within Cambridgeshire will need to contact their home Local Authority to request the relevant application pack.

If you have any queries about the primary transfer process, please do not hesitate to contact a member of the Admissions Team at [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk).

Yours sincerely,



Angela Williams  
Admissions Officer  
(Transitions)