



## **Applying for a Reception place**

### **Information and Procedure**

We have one annual intake per academic year where children are offered a place in Reception in the academic year in which children become five years of age.

#### **Applying for Reception :**

If you are interested in applying for a place for your child in our Reception, our guidelines are as follows:

Please make an initial enquiry by contacting the school office on 01782 432530. Please make your enquiry no more than 18 months in advance of wanting a place for your child as your circumstances may change.

You will be invited to an open morning which will take place in the October/November before your child is due to start in the Reception the following year.

#### **Timetable for Applications:**

**November: (Date supplied by the Local Education Authority)** -An application letter will be sent to you if you have registered your child's details with us.

Please apply on-line to [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions) (website information is also on the application letter)

- **January:** (Date supplied by the Local Education Authority) - **Closing Date for Applications**
- **April:** (Date supplied by the Local Education Authority) - **Place offered by the local authority using criteria issued within the Seabridge Primary Admission Arrangements Policy.**
- **April:** If successful, an offer letter will be sent to you by the Local Education Authority.
- **April/May:** An Invitation will be sent to you inviting you to an Information Evening.