

## Schools and Families

Schools Regulatory Services,  
Bootle Town Hall,  
Oriol Road,  
Bootle. L20 7AE

### All Parents/Carers with children starting Reception September 2020

Date: September 2019  
Our Ref: CLC  
Your Ref:

Please Contact: Admissions Section  
Contact Number: 0151 934 3590  
Fax No: 0151 934 3122  
e-mail: [admissions@sefton.gov.uk](mailto:admissions@sefton.gov.uk)

Dear Parent/Carer

### Admissions to Primary Schools in Sefton: September 2020 Co-ordinated Admission Arrangements

It is now time for you to apply for your child's place at Primary School for September 2020 if your child was born between 1 September 2015 and 31 August 2016.

You should now make your application online using Sefton's online application facility, which is quick and easy, convenient and secure. It can be accessed on Sefton's website at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions) and you can choose to receive your decision by email on the National Offer day. You will need to first register your own details on the 'Citizen Portal' using a valid email address, before adding your child's details and making an application to choose your preferred schools.

Sefton's online application for primary schools is open from 1 September 2019 until the National closing day of 15 January 2020 for you to submit your application.

There is also a 'Guide for Parents' booklet which provides information about the Admissions process as well as a 'Schools Information' booklet which includes details about all schools in Sefton, both of which can be found on Sefton's website at [www.sefton.gov.uk/admissions](http://www.sefton.gov.uk/admissions) which we would advise you to take a look at before completing your online application.

Only use the Sefton application process if you are a **Sefton resident**. If you are a Sefton resident but wish to apply for a school in another Local Authority please continue to use the Sefton application process. List the school you want on the Sefton application and we will inform that Authority.

If you live in a different Local Authority area, you need to complete the application form from that Authority, even if you are applying for a school in Sefton. The other Authority will pass the application details to us.

Please note that if you already have an older child that will still be attending a Primary school in September 2020 and you also wish your younger child to attend the same school you **must** state that school as one of your preferred schools on the form and not assume that arrangements will automatically be made for the younger child's admission.

If any of your preferred schools are Voluntary Aided Church of England or Catholic primary schools, you will also have to request and complete a Supplementary Information Form for **each** Voluntary Aided faith school you list as a preference on your application, direct from the school. Once you have completed the supplementary information form, it should be returned directly to the school you have listed. This form provides the supplementary information which allows the Governing Body of the school to fully identify and assess under which criterion your application will be considered.

**You should only complete one Local Authority application.** If you decide to apply online, you should not complete a paper application and vice versa.

If you have any questions or require further clarification on any aspect of the admissions arrangements then please do not hesitate to contact the Admissions Section on the telephone number quoted above who are there to help you.

It is vital that you submit your application either online or submit your paper application to your highest preferred primary school before or no later than **15 January 2020** with the necessary documentation. If you submit a paper application directly to the school you **must obtain a receipt** from the school which is proof that you have submitted an application.

**Please note that if you do not submit an application (either online or a paper application) then your child will not be included for consideration at a place for your preferred Sefton School.**

Yours sincerely

**School Admissions Team  
Schools Regulatory Services**