

Please ask for: School Admissions Service
Telephone No: 0116 454 1009 (option 1)
Email: admissions.online@leicester.gov.uk
Website: leicester.gov.uk/admissions
Our Ref Starting Full Time School 2020
Date: 12 September 2019

Dear Parent/Guardian(s)

Starting Full-Time School - Autumn Term 2020
Closing date for applying: 15 January 2020

We are inviting all children born between **1 September 2015 and 31 August 2016** to start full-time at a primary or infant school from August 2020.

If your child was born between these dates, it's important that you apply for a school place before the deadline of 15 January 2020. If you apply after this date, your application will be considered as late and you could lose out on your choice of school.

We understand that starting full-time school can be an anxious time for parents and children so we want to give you all the information you need to apply. We know that you will want to choose the school that is right for your child.

Full information about how to apply online, along with details of our schools, can be found at leicester.gov.uk/admissions. This is where you will also find our online primary school guide, which explains the admissions process. Please take the time to read this carefully as it contains important information.

Your child might also have the option of taking up a part-time school place, or you might be able to defer their entry into school until later in the academic year. Our online guide will explain how this works.

If you live outside of the Leicester city boundary, you will need to apply directly to your home local authority.

If you would like help with applying, you can contact our Choice Advice Service – they will be able to support you with making an application. They are also running a number of dedicated support sessions at selected local primary schools across Leicester. Full details can be found on their website at choiceadvice.org.uk.

In addition, we will be running 3 support sessions at our Customer Service Centre on Granby Street - full details of these are shown below. You can attend any session and staff will be happy to help you.

| Support sessions for making an application for a school place | |
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| Customer Services Centre 91 Granby Street Leicester LE1 6FB | Wednesday 4 December 2019 - 9.30am until 1pm Wednesday 11 December 2019 - 9.30am until 1pm Wednesday 8 January 2020 - 1pm until 3.30pm |

If you want to apply for a voluntary-aided school or academy, you may also need to complete an additional form – further details can be found in our online primary school guide.

If you have any queries regarding this letter, please contact us on 0116 454 1009 and select option 1.

Yours faithfully,

School Admissions Service
Leicester City Council