



WHERE LEARNING TAKES FLIGHT

Robin Way, Chelmsford, Essex. CM2 8AU.  
Headteacher: Mrs Maxine Bradford BA(Ed) Hons NPQH

2<sup>nd</sup> November 2018

Dear Parents

**Re: Applying for your child's Infant School Place**

To apply for your Child's Infant school place for September 2019 you will be required to apply online between 12<sup>th</sup> November 2018 and 15<sup>th</sup> January 2019 via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) following the guidelines below:-

- On the home page please click on the heading "**Admissions**"
- Then click on ***Apply for a school place (for September 2019)***.
- On this page click on **Apply for a primary (Reception) school place** and it will direct you to the page to apply for your child's Reception school place. This online application will be available from 12<sup>th</sup> November 2018.

You will not receive any correspondence from Essex County Council regarding the above and it is therefore your responsibility to apply for your child's place before the deadline.

We will however text a reminder nearer the time.

Yours sincerely,

Mrs M Bradford  
Head teacher