



WHERE LEARNING TAKES FLIGHT

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

2<sup>nd</sup> November 2018

To Parents of children in Year 2

Dear Parents

**Re: Applying for your child's Junior Place**

The process of applying for your child's Year 3 Junior School place has changed this year and you no longer sign a register at the school.

To apply for your Child's junior school place for September 2019 you will now 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)**.
- At the bottom of this page you will see **Apply for a Year 3 / Junior School Place**; click on here and it will take you to the page to apply for the Junior School. 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