

## **Stubbins Primary School ADMISSIONS PROCEDURES for September 2022**

Children born between 1 Sep 2017 and 31 Aug 2018 will be eligible to start in reception class at primary school in September 2022. (Children can start reception year at primary school from the September after their fourth birthday.)

**Applying for a place in a Lancashire school is now done online. Stubbins School is bound by the admissions criteria set by Lancashire. Any children who live in a neighbouring authority must apply through their own authority's system. The neighbouring authority will then liaise with Lancashire.**

**If you require help with the process, or do not have a computer at home, please contact school and we will be happy to assist you.**

**It would also help if you let our school know that you intend to apply. This will allow us to:**

- Send Letters to parents on school list inviting them to the Open Day in October.
- Send letters to parents on school list inviting them to The Under 5's Club. This runs on Mondays during some of the year. It is run by Miss Chamberlain with activities, a snack and a story with the class teacher.
- Give verbal follow up reminders at the Under 5's Club until the closing date and contact people on our original list to remind them.
- After places are allocated, invite the children to visit school for 2 half days.
- Invite you to the Induction Meeting in the Summer Term for the parents of all new Reception children.

Lancashire County Council and the school publicise the dates and procedures for admissions widely. E.g. online and on the notice board. *The timetable for applications is listed below.*

### **Applying for school places**

- **Children in Lancashire** [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)  
The [online application form](#) for school admissions is a quick, easy and secure way of applying for your child's place at primary or secondary school. You can amend your application right until the deadline date. You will get an email acknowledgement once your application is submitted. Applying online also means that you can access your school offer slightly earlier than the offer letter arriving.

**All applications must be submitted by 15<sup>th</sup> January 2022.**

School places for September 2022 admissions will be announced for primary schools on **19<sup>th</sup> April 2022.**

If you have any problems contact the Customer Access Centre on 0300 123 6707 Monday to Friday 8am to 5pm or email: [enquiries@lancashire.gov.uk](mailto:enquiries@lancashire.gov.uk)

- **Children in Bury** [www.bury.gov.uk](http://www.bury.gov.uk) (search school places)
- **Children in Rochdale** [www.rochdale.gov.uk](http://www.rochdale.gov.uk) (search apply for a school place)