**Saint Edmund’s and Saint Thomas’ Catholic Primary School** 

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30th September 2021

Dear Parents

**Re Reception Places for September 2022**

Please note that **all** parents are expected to apply for a primary school place online via the ‘Citizen Portal’ which is available on the Sefton website. The Citizen Portal is easily accessible on all devices including mobile phones.

Parents **MUST** apply to the Local Authority in which they live for a place at a school, even if the preferred school is in another authority area. This is a requirement of the School Admissions Code 2021.

Parents can also view/download detailed admissions guides online, including ‘*A Guide for Parents 2022-23’* and ‘*Sefton Schools Admissions Information 2022-23’*. These guides set out important information regarding the admissions process including deadlines and the admissions criteria for all Sefton schools.

**The Citizen Portal online application is available via** [**www.sefton.gov.uk/admissions**](http://www.sefton.gov.uk/admissions) **from**

**1 September 2021 until 15 January 2022.**

I would like to draw your attention to the following points relating to the transfer procedure.

**Schools with a Nursery Class**

* . All parents/carers must complete an application even if they have a sibling in the school.
* A child attending a school based nursery does not always guarantee entry to the Primary School.

**Receipts**

A receipt will be given for each preference form received. A copy of the receipt will be kept by the school for reference.

**Siblings**

Please remember that if you already have a child at school you still need to make a new application for their sibling if they are due to start school in September 2022

**One Form**

Parents should only complete only one application **online** for each child. There is no need to apply online and complete a paper form.

Catholic Primary schools require a supplementary information form and you will need one for application to our school

* We will supply a Supplementary Information Forms with each leaflet. You must return the supplementary form to the school
* If parents apply online they **still need to complete a Supplementary Form for each VA school they have listed.**
* We will check that Baptismal Certificates are seen when the form is receipted.
* Our admissions governors will categorise applications at the beginning of March 2022

**Closing date**

There is a **national closing date** for receipt of forms of **15 January 2022**.

**Offers**

* Sefton Local Authority will notify all parents who are Sefton residents which primary school they have been allocated on **19 April 2022** by email if they have applied online and requested this type of notification, otherwise by letter.
* Our school will receive a list of children allocated a place from Sefton.
* All offers will presume acceptance of the place offered, and parents/carers will only be asked to confirm or decline.

**Waiting lists**

* Voluntary Aided Schools such as St Edmunds and St Thomas will **now** maintain our own waiting lists and oversubscribed schools will receive a list of all children refused places.

**Late requests for forms**

If there are requests for admissions forms **after 15 January 2022 (closing date)** then parents should visit the website for further information www.sefton.gov.uk/admissions.

**Late applications**

Sefton local Authority Admissions team is unable to process/consider late applications or changes to applications (e.g. preferences or addresses) that are received **after** **25 February 2022** until after national offer day on **19 April 2022**.

Sefton Council now uses ‘Recite Me’ software to help residents customise the website to meet their needs. The admissions guides are now accessible for screen reading software. If there are any questions regarding the admissions process for Reception September 2022, please do not hesitate to contact the school.

Yours sincerely.



Kieran A Loftus Headteacher

   