

**Date**

10/01/23

Dear parents and carers,

Applying for your child's primary school place is such an exciting first step into education. We're writing to remind you that if you need to make an application for first-time primary school places, the deadline is **Sunday, 15 January 2023**.

We've made it quick and easy to apply online through the [parent portal](#)

- It's important that you select three schools, including one in your catchment area. This means you've got the best chance of securing a place for your child at your preferred school or the school nearest to you.
- We'd like to make it clear that choosing just one school **will not** increase your child's chances of securing a place there. School places are allocated based on the school's admissions criteria.
- If you've already submitted your application but have not put down three schools, you can try and do this via the parent portal. If you find you cannot make an amendment on the portal, the application has already been passed to the school admissions team. In this case, you can make an amendment via our admissions amendment request form found [here](#)
- If you're not sure if a school is in your catchment area, you can check with them directly - most have this information on their websites.

We work hard to make sure everyone is happy with their school place, but demand is high. We really don't want anyone to be disappointed, so do make sure you select three schools and send the application before the deadline on **Sunday 15 January 2023**.

After this date all applications filed on time will be considered together, ahead of any submitted late. If your application is late the school place your child gets might not be local to you because priority will be given to those who applied on time. There is no automatic entry for schools.

If you're applying for an education, health and care plan (EHCP) and you think your child might attend a specialist school, it is still important to fill out an application for a mainstream primary school place. This will ensure they will have a school place in the autumn.

If you need any help, the school admissions team will be available to you Mondays, Wednesdays, and Fridays 9am - 4pm. They will be offline to parents on Tuesdays and Thursdays to focus on the applications received.

The results for the September 2023 primary school applications received by **Sunday, 15 January 2023** will be made available on primary school offer day – **Monday, 17 April, 2023**.

Starting school is a big milestone and a very exciting time for children and families alike. We wish you the very best.

Yours sincerely

A handwritten signature in black ink that reads "Jane Moore". The signature is written in a cursive style with a large, looped initial 'J'.

Jane Moore  
Director of Children and Family Services  
Leicestershire County Council