

Dear parent/guardian/carer,

**Applying for a September 2021 school place**

You can apply for your child to join Nursery, Reception, Year 3 (if your child attends an Infant school) and Secondary school from the dates below:

apply from 07/09/2020 - Secondary  
apply from 28/09/2020 - Reception & Junior  
apply from 29/09/2020 - Nursery

There are a number of ways you can apply:

1. Apply online via the Denbighshire website
2. Contact the School Admissions department to request a paper form

If you do not have access to the internet, you can access it for free at any of the Denbighshire libraries and apply there.

We recommend naming more than one school on your application to limit chances of disappointment.

**Do not return your paper application to the school. Use the address provided on the form.**

To see which type of application you should submit for your child, check the table below. If your child's date of birth falls within one of the ranges, you should apply for that provision. You'll only need to apply for a Year 3 place if your child attends either St. Asaph Infants or Ysgol Y Parc.

01/09/2017 – 31/08/2018 – Nursery  
01/09/2016 – 31/08/2017 – Reception  
01/09/2013 – 31/08/2014 – Year 3 (Junior)  
01/09/2009 – 31/08/2010 – Year 7 (Secondary)

There are a number of advantages to applying online, including:

- Applications are automatically receipted by email, so you have near-instant proof that it has been sent (check your spam/junk folder if not received)
- Applications are immediately submitted to us, so there are no postal risks or delays

Parents submitting a paper form will still receive a receipt, but it will be sent within 5 working days. If you apply by post and don't get a receipt within this timeframe, please contact us.

**Deadlines and late applications**

Make sure you return your application so that we receive it by the relevant date, below:

Secondary	06/11/2020
Junior	20/11/2020
Reception	20/11/2020
Nursery	19/02/2021

If we do not receive your application by the deadline it will be treated as 'late', which means you'll be considered for a place **after** everyone who applied on-time for the same group - this will affect your chances of receiving an offer.

### **Oversubscription at your preferred school**

By the deadline, we may receive too many applications for the number of places available in your preferred school. When this happens, we order all the 'on-time' applications against our oversubscription criteria to decide who will get a place at that school, and who won't. The criteria can be found in the Denbighshire Schools (2021-22) booklet, available on our website.

Only naming one school will not increase your chance of being accepted at that school and, if you do not receive an offer, it may reduce your chance of securing a place at an alternative school. If your child currently has a Nursery place at your preferred school, you still need to submit a form and you won't receive any additional priority for the Reception place.

Proof of residency may also be requested if oversubscription occurs.

### **Getting to and from school**

Parents, guardians and carers are responsible for getting their children to and from school. Local authorities have a duty to provide transport to school where a family is eligible, but only to the nearest suitable school and not necessarily directly from the home address. Please visit [www.denbighshire.gov.uk/schooltransport](http://www.denbighshire.gov.uk/schooltransport) to view the existing policy. Parents applying for secondary school can visit <https://maps.denbighshire.gov.uk/mydenbighshire.aspx> to see which English or Welsh school is their nearest for transport eligibility purposes.

Please note that receiving an offer of a school place does not entitle your child to free transport to that school, so please consider this when applying.

Nursery aged children **are not eligible** for free school transport.

### **The Denbighshire Schools booklet (2021-22)**

Visit [www.denbighshire.gov.uk/admissions](http://www.denbighshire.gov.uk/admissions) to access the booklet, which will provide contact details for other useful services & schools, lots of information for parents regarding school policies, school admissions & transport information, including the number of pupils in each school in Denbighshire.

Yours faithfully,



**Ian Land**

Education Resources and Support Manager