



Saint Edmund's and Saint Thomas' Catholic Primary School

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Love Learn and Live Like Jesus

www.stedmundsprimary.co.uk

19th October 2022

Dear Parents

Re Reception Places for September 2023

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 the area where they live for a place in Reception, 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 '*Parent's Guide – applying for a school place 2023-24*' and '*Sefton Schools Admissions Information Guide 2023-24*'. 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/startingschool from 1 September 2022 until 15 January 2023. (Please note the new web link as the website has been revised)

Schools with a Nursery Class

- Every child attending our nursery who will turn five years old in the academic year 1st September 2023 to 31st August 2024 **must complete an application** for admission even if they have siblings in the school. Attending nursery does not guarantee a place in the school

Receipts

A receipt will be given for each paper preference form received by the school.

One Form

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

For Catholic Voluntary Aided Schools ie St Edmund's and Saint Thomas'

- You will need to complete a Supplementary Information Form (SIF) Instructions to return the SIF to your school will be included on the form.

- If parents apply online, they still need to complete a SIF for each VA school they have listed.
- We will ask to see the Baptismal Certificates and make a copy when the form is receipted.
- After the closing date, we will receive a list of all children listing our school as a preference by 20 February 2023. We will include further instructions at this stage as we do every year.
- The school governors will confirm its allocations of places to Sefton Local Authority by 13 March 2023.

Returning forms to Sefton Local Authority

Any paper admissions forms we receive we will forward to Sefton admissions Team

All Supplementary Faith Information forms must come to school with baptismal certificates

Closing date

There is a **national closing date** for receipt of forms of **15 January 2023**.

Offers

- Sefton Local Authority will notify all parents who are Sefton residents which primary school they have been allocated on 17 April 2023 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.
- All offers will presume acceptance of the place offered, and parents/carers will only be asked to confirm a decline.

Waiting lists

- Voluntary Aided Schools & some Academy Schools - maintain their own waiting lists and oversubscribed schools will receive a list of all children refused places.

Late requests for forms

any requests for forms after 15 January 2023, you are advised to visit the website for further information www.sefton.gov.uk/startingschool .

Yours sincerely,



Kieran A Loftus Headteacher

