

To Parent/Carer

**Economy, Skills & Neighbourhoods**  
Access Service, Oldham Council, Level  
12, Civic Centre, West Street, Oldham,  
OL1 1XJ

Tel: 0161 770 4213

Fax:0161 770 4277

### **Apply for your child's Primary School Place - September 2020**

According to our records, you are the parent/carer of a child whose date of birth falls between 01 September 2015 and 31 August 2016 and your child is due to start primary school in September 2020. It's a very important and exciting time for you and your family so I want to make you aware of the admissions process to make it as easy as possible for you to apply.

#### **Do I need to apply?**

Yes, everybody needs to apply. Even if your child is in a school nursery you need to apply for a school place.

#### **How do I apply?**

**Complete the online application at [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)** . You can only apply online - It's quick and easy and means you get the school offer directly via email. You can find more information, a guide and links to school websites here too. The online system opens on 1 September 2019.

#### **When do I need to complete my application?**

The closing date for all applications is **15 January 2020 at 5pm.**

#### **What happens if I don't complete my application on time?**

This means you may not get a place at your preferred school. Your application won't be looked at until after we've allocated places to all those that arrived on time.

#### **Can I get help to do this online?**

If you don't have access to the internet there are computers in all Oldham libraries. Help to complete the application is available at the Civic Centre – Access Oldham between 10.00 am and 12 noon every Thursday from 5 September 2019.

#### **What information will I be asked for?**

You will need to provide information about yourself, your child, any siblings in school and your preferred school (some voluntary aided schools may ask you to complete a supplementary form and or provide a baptism certificate).

If you have any questions please contact the Admissions Team either by email [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk) or call 0161 770 4213.

Yours sincerely

*A. Wood*

Andy Wood  
Education Provision Manager  
Telephone 0161 770 4213  
Email: [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk)