

Eich cyf / Your ref Reception 2016 letter to parents
Ein cyf / Our ref
Dyddiad / Date 28 September 2015
Rhif ffôn / Telephone 01824 706101

Dear Parent / Guardian / Carer

Re: Admission to Reception class - September 2016

You can apply for a September 2016 Reception place at any Infant or Primary school if your child will be 4 years old on or before 31st August 2016.

To apply for a September 2016 Reception place, please complete and return the attached form by 27th **November 2015** to the following address:

School Admissions
Customers & Education Support
Denbighshire County Council
County Hall
Wynnstay Road
Ruthin
Denbighshire
LL15 1YN

or by emailing:
admissions@denbighshire.gov.uk

You may instead wish to complete our online form by visiting the Denbighshire website at www.denbighshire.gov.uk/admissions and following the appropriate link.

Please do not return the form to school.

NB If you apply for Ysgol Mair, Ysgol Trefnant or St. Brigid's, the Governing Body of that school will inform you of its decision.

- **If you apply by 27th November 2015**, you will be advised of your application's outcome by 18th April 2016.
- If we receive fewer applications than there are places by the deadline for your preferred school, all applicants will be offered places.
- If we receive more applications than there are places by the deadline for your preferred school, all applications will be ranked against the published oversubscription criteria (available on the application form). Places will be offered to the highest ranking applicants. Unsuccessful applicants will receive a letter advising of the refusal.
- If your child is refused a place their name will automatically be added to the waiting list for your preferred schools until 30th September 2015, which is when the list dissolves. Should a place become available it will be allocated in accordance with the published oversubscription criteria against all applications on the waiting list at the time of the vacancy. We will inform you if your child is successful in gaining a place whilst their name is on the waiting list.
- If you submit your application by post and do not receive a text/email receipt within 5 working days, please contact us. We also recommend obtaining proof of postage.

Helen Evans

Rheolwr Cefnogi Ysgolion

School Support Manager

Neuadd y Sir,
Ffordd Wynnstay, Rhuthun,
Sir Ddinbych LL15 1YN

Ffôn: 01824 706100

e-bost: derbyniadau@sirddinbych.gov.uk

Gwefan: www.sirddinbych.gov.uk

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Wynnstay Road, Ruthin,
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Website: www.denbighshire.gov.uk



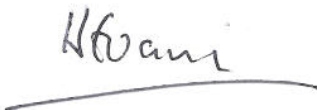
- There is a right of appeal against a refusal of a Reception place.
- **Late applications** will be considered after all on-time applications for available places, based on the date they are received in the admissions office.
- Applicants may be required to provide proof of residency if their preferred school is oversubscribed by the deadline.

Please remember that:

- having a Nursery place at your preferred school **will not** guarantee a Reception place, or increase your priority when we consider your request for 2016 entry; and
- an offer of a school place does not entitle your child to free transport to your preferred school; you will only be able to apply when you have been offered a school place, but transport will only be approved to the nearest suitable school that is 2 miles or more from your home.

Visit www.denbighshire.gov.uk/admissions to access the Denbighshire Schools booklet, which will provide contact details for other useful services & schools, information for parents regarding school policies, the admissions & transport policies, and the number of pupils in each school.

Yours faithfully,



Helen Evans
Rheolwr Cefnogi Ysgolion
School Support Manager

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Neuadd y Sir,
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Denbighshire LL15 1YN
Phone: 01824 706101
e-mail: admissions@denbighshire.gov.uk
Website: www.denbighshire.gov.uk

2016 September entry application - Reception

Please read this form carefully and complete it as fully as possible.

The information you give will be used to allocate a school place for your child.

Please return to: School Admissions, Customers & Education Support,
Denbighshire County Council, County Hall, Wynnstay Road, Ruthin, LL15 1YN

By: 27 November 2015

Child's details			
Legal forenames		Preferred forename (if different)	
Legal surname		Preferred surname (if different)	
Date of birth (dd/mm/yyyy)	-- / -- / ----	Gender (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's permanent address			
Postcode		Local Authority (e.g. Denbighshire)	
Which school/playgroup does your child currently go to?			

Parent's details – parent who is completing this application			
Title		Full Name	
Relationship to child		I confirm I have parental responsibility for the child named above and am their lawful parent / carer / guardian. Please tick <input type="checkbox"/>	
Home telephone number		Mobile number	
Email address		Repeat email address	
Address – if same as child, please tick here and leave box below blank <input type="checkbox"/>			
Preferred method of receipt	Email <input type="checkbox"/>	Text <input type="checkbox"/>	We will use this for acknowledging receipt of your application. Leave blank if you do not require a receipt.
Preferred notification of outcome	Email <input type="checkbox"/>	Post <input type="checkbox"/>	We will use this for issuing the outcome of your application. If you leave this blank, we will choose the method of response.

Name of preferred school/s (please list in order of preference)	1 st preference:
	2 nd preference:
	3 rd preference:
	4 th preference:
	Other preferences:

The Authority always tries to offer the first preference school for each applicant, but please be aware that this is not always possible.

Please note that attending the Nursery class of a school does NOT guarantee a place in the Reception class of that same school – a new form must still be submitted.

Other application details	Please tick relevant boxes below
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Is the child currently, or were they previously, in public care? (a 'Looked After Child')	Yes <input type="checkbox"/> No <input type="checkbox"/> Previously <input type="checkbox"/>
If yes, name the <u>corporate</u> parent (the Local Authority)	
Does your child have a statement of Special Educational Needs (SEN), issued by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your child does have an SEN statement, which school is named?	
If applying for a dual stream school, which is your child's preferred language for education?	Welsh <input type="checkbox"/> English <input type="checkbox"/>
Is your child a young carer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide any relevant additional information e.g. medical / social reasons for preference:
 (circumstances need to be verified in writing by a medical/education professional or registered social worker)

Names and dates of birth of siblings who will still be attending the requested school in September 2016	Name:	Date of birth	__ / __ / ____
	Name:	Date of birth	__ / __ / ____
	Name:	Date of birth	__ / __ / ____

Details of other adults with parental responsibility even if they live elsewhere:

Title	Full Name		
Relationship to child		Please note that all adults with parental responsibility must agree to this application; you must obtain consent before submission.	
Home telephone number		Mobile number	
Email address		Repeat email address	
Address – if same as child, please tick here and leave box below blank <input type="checkbox"/>			

Declaration: I confirm that the details above are accurate to the best of my knowledge and belief

Signature of parent/guardian	Date __ / __ / __
Your form must be received in the office by 27 November 2015.	School Admissions Customers & Education Support Denbighshire County Council County Hall Wynnstay Road Ruthin LL15 1YN
Please return it to:	or admissions@denbighshire.gov.uk

The information requested within this form on pupils, their parents or legal guardians may, in accordance with the Data Protection Act 1998, be shared with other departments in the Local Authority. For further information on how your information is used and your rights to accessing the information which we hold on you, see the privacy notice on our website www.denbighshire.gov.uk.

Please note that the Authority reserves the right to request copies of official documentation to verify residence at the given address. If your information changes in any way please notify the School Admissions Office immediately.