



# Circular Letter No 01/16/17

To: Headteachers of all Primary Schools  
Date: 8 September 2016  
**Status: For action**  
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Dear Colleague

## **ADMISSION TO SCHOOL - ADVICE TO PARENTS - ACADEMIC YEAR 2017/2018**

The Authority's Admissions Booklets have now been published for the academic year 2017/2018, and a supply of the Admissions 'packages' have been delivered to your school for distribution to parents of pupils entering school for the first time, or transferring to the next stage of their education.

A copy of the Admission to School – Advice to Parents booklet has also been delivered to your school. Parents receive a copy of a quick reference guide rather than the admissions booklet, so please ensure your copy of the booklet is available for reference purposes, if required, by parents.

Parents are now being encouraged to make their application online, so their admissions packages no longer contain a copy of the paper common application form or supplementary information forms. Instead, can you please retain the enclosed supply of paper common application forms and supplementary information forms, and hand them out to parents as requested.

It is possible to release information to schools as the co-ordinated scheme for primary schools progresses:-

Mid January (on request) number of first preferences and on-line applications.

Late February indicative numbers

Early April numbers and names

**The nature of co-ordination is that the numbers for each school are constantly changing.**

I would like to take this opportunity to thank schools for all their efforts in ensuring that the admissions procedure operates effectively. Please do not hesitate to contact me on 773689 if you require any further information or advice.

Yours sincerely

SARAH McCARTHY  
Admissions Officer