

**Date:** November 2019  
**Our ref:** Primary School Admission  
September 2020  
**P20/Parish**

**School Organisation Planning  
School Admissions  
County Hall  
New Road  
Oxford OX1 1ND**

Parish Clerk

**Lucy Butler  
Director for Children's  
Services**

Dear Sir/Madam

**Entry to Primary or Infant school – September 2020  
Children born between 1 September 2015 and 31 August 2016**

Please find school admissions poster enclosed. It would be appreciated if you could place this on your Parish Notice Board for the public to see. This poster is aimed at families who have a child due to start primary or infant school for the first time in the 2020/21 academic year.

We are attempting to reach as many parents as possible to ensure that applications for admission to school in September 2020 are made on time. If you publish a parish newsletter, it would also be very helpful if you could include the information below.

The most important dates in the admissions process are:

🕒 **15 January 2020** – closing date for on time applications  
Parents/Carers must apply by this date, online at [www.oxfordshire.gov.uk/primaryadmissions](http://www.oxfordshire.gov.uk/primaryadmissions)  
or on paper (forms available from the County Council website or a local school)

🕒 **16 April 2020** – letters offering places will be posted second-class. Those who applied on-line will receive an email and will be able to view the result of their application online.

Full details of the Admissions process are published on the County Council website.

Your help in advertising the need for parents to make an on-time application for a school place would be very much appreciated.

Yours faithfully



Neil Darlington  
Admissions & Transport Services Manager

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