

Date:

Dear Manager

**Information on Applications for Admission to Reception in September 2021**

I am writing to advise you about the application process for children due to start in Reception in September 2021.

Every year 1 in 10 parents fails to apply for a reception class place on time. Please help us ensure that no child misses out on the best possible place for them by **reminding parents to complete the following steps** before the deadline:

1. Visit [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions) to find out about the schools in their area and be guided through the steps in the application process.
2. Apply through an eAdmissions account at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

**Application deadline: 15 January 2021**

Parents will be able to view the outcome of their application through their eAdmissions account on 16 April 2021.

Parents who require help with completing their application can email [school.admissions@croydon.gov.uk](mailto:school.admissions@croydon.gov.uk). A member of staff will contact them to talk them through the application process.

Answers to many common questions are available at:

<https://www.croydon.gov.uk/education/schools-new/school-admissions/starting-primary-school>

If parents have any additional queries please advise them to contact School Admissions at [school.admissions@croydon.gov.uk](mailto:school.admissions@croydon.gov.uk) or by telephone on 020 8726 6400.

Thank you in advance for your assistance.

Yours sincerely



Niora Amani  
**Admissions Manager – Coordinated Admissions (primary and secondary)**