

**Reference:** RTLIJ 2011  
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**Date:** 10 September 2010

Dear parent or carer,

### **Re: Infant to Junior transfer process September 2011**

With effect from 1 September 2010 all parents who want their child to transfer from infant to junior school for September 2011 **must** apply for their school place. This means that you should apply for your preferred junior school by **15 January 2011**.

To assist you in this we are recommending that you follow the process outlined below as this will mean that you will get your application form in earlier than the closing date.

#### **If you live in the borough**

You should fill in the application form, provided by your child's infant school and give this back to your child's school by **3 December 2010**. Your school will then send all applications received over to the admissions team for processing in plenty of time before the closing date. Remember if you have not filled in and returned the form by the closing date your child will not automatically transfer to a junior school.

**Village Infants/ William Ford** – If your child attends Village Infants and you would like them to transfer to William Ford Church of England Junior School, you will also have to fill in the 'In year supplementary information form for Church of England schools' and return this form to Village Infants by **3 December 2010**. This is because the governors of William Ford Church of England Junior school are responsible for deciding places not the authority. They will need the 'In year supplementary information form for Church of England schools', to help them decide which children should be given a place at the school.

#### **If you live outside the borough**

Please apply to the borough where you live by **15 January 2011**. You will not be able to use Barking and Dagenham's application form, you must use the application form provided by your borough. Remember if you do not apply for a school place by the closing date your child will not automatically transfer to a junior school.

**Village Infants/ William Ford** – If your child attends Village Infants and you would like them to transfer to William Ford Church of England Junior School, you will also have to fill in the 'In year supplementary information form for Church of England schools' and return this form to Village Infants by **3 December 2010**. This is because the governors of William Ford Church of England Junior school are responsible for deciding places not the authority. They will need the 'In year supplementary information form for Church of England schools', to help them decide which children should be given a place at the school.

Junior school places will then be allocated according to the admissions criteria. The admissions team will send out allocation letters to parents/ carer's who live in the borough on the **4 April 2011**. Parents/carers who live outside the borough will receive their allocation letter from their borough on the **4 April 2011**.

**If you do not apply for a school place by 15 January 2011, your child will not have a school place to transfer to in September 2011 and you will allocated a school that is the nearest to your home with a vacancy.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Janet James', written in a cursive style.

Janet James  
Admissions Manager