



6th October 2020

Dear Parents and Carers,

Much as we would love to keep your children with us at Polesden Lacey Infant School, the time has come for you to consider the choice of Junior school for the next stage in your child's educational journey.

Below you will find the information from the Surrey Admissions team (<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply>) about the process. Also, attached to this email are flyers from the three junior schools that Polesden Lacey Infant School children have traditionally moved onto: The Dawnay, Eastwick and Oakfield. You will see that all of the schools have had to alter their Open Days to some extent due to the current Government guidance, but you will be pleased that all three schools have been creative in putting their plans together. Please do take this opportunity to visit the schools, find out about them and decide which one you feel is best for your child.

Although we are unable to guide you with regards to choice of school we are more than happy to help with the process so if you do have any questions please ask. Applications open on 2nd November and close on 15th January 2021.

Yours sincerely,

A handwritten signature in black ink that reads 'Rebecca Mole'.

Rebecca Mole

Headteache

Head Teacher: Ms Rebecca Mole



Starting at junior school in September 2021

If your child is **leaving Year 2 of an infant school in July 2021** then you should follow the steps on this page.

Summary of the application process

There are seven steps in the application process:

Step 1: Research and choose schools to apply for

You research and choose the schools that you want to apply for. You can apply for up to **four** schools. You should **check if your child will be eligible for free home to school transport** to your chosen schools. If your child is not eligible for free home to school transport it will be your responsibility as a parent to get your child to and from school.

You should try to do this as early as possible.

[More about researching and choosing schools](#)

Step 2: Complete the application

- You complete the application and return it to the local authority where you live.
- You submit supporting documents with your application if you are applying under exceptional social or medical criteria.

Read our [guidance on completing the application form and supporting documents](#).

Step 3: Complete any supplementary forms

Some schools also ask for a supplementary form **in addition to** the application form. Check our directory of Surrey schools to [find out if a school asks for a supplementary form and download the form](#).

Where a supplementary form is needed, you must complete and return this to the address stated on the form, by the closing date.

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[More about supplementary forms](#)

Step 4: Applications are assessed

Applications are ranked according to each school's criteria. We then determine the best offer that can be made based on the order of preferences on your application.

[More about how applications are assessed](#)

Step 5: We offer you a place

We will tell you the outcome of your application on **16 April 2021**.

[More about how and when we offer you a place](#)

Step 6: You accept or decline the place

You must accept or decline the place by **30 April 2021**.

[More about how to accept or decline a place](#)

Step 7: If you don't get a place at your preferred school

If you are unhappy with the school place that has been offered, you can appeal. For Surrey schools you must do this by the dates shown in the [appeals timetable](#) or the dates set out against each school in our [directory of Surrey schools](#).

You can also add your child's name to the waiting list for your preferred school

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