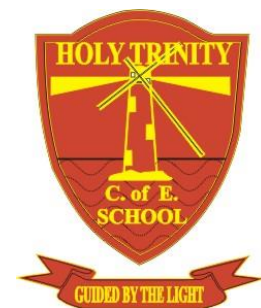


Holy Trinity C.E. Primary School  
Trinity Road, Gravesend  
Kent, DA12 1LU

01474 534746  
8865202.admin@holytrinity-gravesend.kent.sch.uk  
www.holytrinity-gravesend.kent.sch.uk



Learning and caring together, building a firm foundation for the future

8<sup>th</sup> December 2017

### **Reception Intake September 2018 Application Process for Nursery Pupils**

Dear Parent/Carer/Guardian

The deadline for Reception applications for September 2018 intake closes on **Monday 15<sup>th</sup> January 2018**. Reception application are for children born between 1<sup>st</sup> September 2013 to 31<sup>st</sup> August 2014. You can apply via an online application by typing: <https://www.kent.gov.uk> into the search engine by signing in and creating an online account to complete an online application OR you can download a Primary School application form which can be completed and sent via post to Kent County Council. When completing an online application you must choose 3 schools (in order of preference) to maximise your chances of a Reception place. You can change the order of your schools or the school itself any time up to Monday 15<sup>th</sup> January 2018 but you must submit it each time you make a change. If you require assistance to complete your Reception application, please contact the school office on 01474 534746 to make an appointment with Mrs Foreman who will be able to support you. When choosing Primary schools for your child, please visit the school with your child and look at league tables and Ofsted reports to make an informed decision that is in the best interests of your child. For further information regarding Primary applications, you may download the Primary School in Kent 2018 leaflet from the above website.

In addition to the above, if you have chosen Holy Trinity CE Primary School, Gravesend as a preference for your child, then you must complete a Supplementary Information Form (SIF) which can be collected from the school office. This must be completed with your child's details and returned to the school. You must provide with the Supplementary Information Form, your child's original birth certificate or passport, a letter from the church stating your commitment and a utility bill (not more than 3 months old) stating your current address.

A school offer will be made to parents on Monday 16<sup>th</sup> April 2018. If you made an online application, then you will receive your school offer via email or if you made an application via post then you will receive your offer by first class post on 16 April 2018. Please accept the place, as it will guarantee that you child has a place if your appeal is unsuccessful or if no places become available. However, if you are unhappy with the school your child has been offered, please accept the school that your child has been offered and then add your child's name to a waiting list by completing the primary waiting list form which can be downloaded from the website and return it to the address listed on the above website by 15 May 2018. You may appeal the decision by following the appeal process on the website, if you wish.

I wish you every success in completing your child's Primary Reception application.

I look forward to welcoming your child to Holy Trinity CE Primary School in September 2018.

Yours sincerely,

Mrs S Randhawa  
Early Years Leader

