School Admissions and Transport Service
2, Staffordshire Place
Stafford
ST16 2DH
Telephone: 0300 111 8007
Email: admissions@staffordshire.gov.uk

October 2026

Dear Parent/Carer

IMPORTANT INFORMATION - ADMISSION INTO RECEPTION CLASS SEPTEMBER 2027

Applications open on 01 November 2026. **The national closing date is 15 January 2027.**

Please visit www.staffordshire.gov.uk/admissions or scan the QR Code for more information.

The online system will ask for a UID number – please click 'No UID', this will allow you to continue with your application.

What you need to know:

- If others share parental responsibility for your child but live at a different address, please ensure you agree on school preferences before applying.
- All the information you need about the admissions process in Staffordshire is available on our website.
- Please read the reverse of this letter carefully before submitting your application online via the website.
- No priority for children in the school nursery and no guarantee that a place will be allocated in the reception class.
- Use our online search and compare tool to explore Staffordshire schools.
- Check if your child qualifies for **free home-to-school travel assistance** at www.staffordshire.gov.uk/schooltransport.

When applying:

- List **all** the schools you would like your child to attend — including those located **outside Staffordshire**.
- Check each school's **admission arrangements** to understand how your application will be considered.
- Some schools may require **additional information** or a **supplementary form**.

If you do not make an application, your child may be disadvantaged in the school admissions process, even if you have an older child attending your preferred school or live in the catchment area.

Kind regards
Staffordshire School Admissions and Transport Service

Staffordshire County Council

Important points to remember

- **Apply online by 15 January 2027** to ensure your application is considered.
- Visit www.staffordshire.gov.uk/admissions and read all the guidance carefully.
- **You must apply**, even if your preferred school already has an older sibling attending, or your child is in the school nursery, or it is your local school.
- **List more than one school preference**. Only listing one does not give you an advantage and could result in your child being placed at a school far from home.
- All applications are processed **at the same time**. There is no priority for first preferences or early submissions.
- Rank schools in **your true order of preference**, not based on where you think your child is most likely to be accepted.
- If your child qualifies for more than one school listed on your application, the one **ranked highest** on your application will be offered.
- Be realistic. It's strongly recommended to include your **catchment area school** (if applicable) as one of your preferences.
- Understand each school's **admission arrangements** to know how your application will be prioritised.
- Some schools may require **additional documents or supplementary forms** (e.g. baptismal certificates).

  It is **your responsibility** to provide these — the Local Authority will not obtain these on your behalf.
- Consider **how your child will travel to school**.

  Most children are **not entitled** to free travel assistance. Check eligibility at www.staffordshire.gov.uk/schooltransport
- You will receive your child's school offer on **16 April 2027**. Offers will not be released before this date.