



**West  
Northamptonshire  
Council**

**West Northamptonshire Council**  
The Guildhall, St Giles Square  
Northampton  
NN1 1DE  
0300 126 7000  
[www.westnorthants.gov.uk](http://www.westnorthants.gov.uk)

School Admissions Team  
0300 126 7000  
[Admissions@westnorthants.gov.uk](mailto:Admissions@westnorthants.gov.uk)  
4+ 2024  
14<sup>th</sup> September 2023

## Parent/Carer

Dear Parent / Carer,

### Applying for place in Reception in primary and infant schools for September 2024

We are writing to you at the address above as our records show that there may be a child living here who will be eligible to start school in September 2024. If your child's 4<sup>th</sup> birthday falls between 1 September 2023 and 31 August 2024, you will need to apply for their primary school place, if you haven't done so already.

### How to apply

It is quick and easy to apply online at **[www.westnorthants.gov.uk/admissions](http://www.westnorthants.gov.uk/admissions)**. The application process opened on 8 September 2023 and you will need to register using an email address. Alternatively, you may wish to complete a paper application form which you can request from the School Admissions Team (contact details above).

You may also download a copy of the composite prospectus from our website; 'Applying for a Primary School Place in West Northamptonshire 2024/25'. You are advised to read this carefully before making your application.

In addition to your application form, some schools will also require you to complete a supplementary information form (SIF). The list of the schools that require you to complete a SIF can be found on our website. These must be returned directly to the school. For schools requiring a SIF, your application will not be complete unless you complete and return both the application form and the SIF by the closing date.

### Closing date for applications

The closing date for submitting your application is **15 January 2024**. If your application is late, this may affect your chances of obtaining a place for your child at one of your preferred schools.

### Further help

You will find helpful information in relation to making your application throughout our webpages - **[www.westnorthants.gov.uk/admissions](http://www.westnorthants.gov.uk/admissions)**. Alternatively, if you have any queries, you may contact us using the email address or telephone number above.

Yours faithfully,

School Admissions Team