

Making a Primary School application for September 2017

Dear Parent / Carer,

With the Christmas break now over, and the deadline for primary school applications now looming, we wanted to send out a message with help of how to apply online. If you have already made your application, then please do disregard this message.

How do I make an application?

You need to go to our [website](#) and register on our online portal. Once you have had your email address verified you can start the application procedure. If you need guidance with how to use our online portal you can [download step-by-step instructions](#). Please ensure you have made your application by our deadline which is **Monday 16th January 2017**.

[Apply for a primary school application >>](#)

Why do we need address evidence?

[Address evidence](#) is needed for **all** applications, so that we know where you and your child live and most parents have already provided this. However, if you have not done so, you can still upload it on [our website](#). We will email any parents in March who have still not provided address evidence or where their evidence was out of date/in an incorrect format.

What happens next?

We will be working hard to prepare all of the data that we need for us to begin the allocation process.

If you listed a school outside of Buckinghamshire on your application, we will

then let that Local Authority know your child's details and the preference school or schools you listed. They will let us know nearer the time if they can make an offer.

Please see [our website](#) for lots more helpful information as we go through the process

Kind regards

Admissions and Transport Team

Children Social Care and Learning

Buckinghamshire County Council

Quick Links to Admissions & Transport web pages for further information:

- [Primary timeline](#)
 - [How we allocate school places](#)
 - [National offer day](#)
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