

## ADMISSION OF STUDENTS FOR ENTRY AT RECEPTION 2018/19



For September 2018/19 the Academy Admission Number for entry into Reception will be 45 students. Students should normally be aged between 4 and 5 years on the 1 September in the year of entry.

To apply for a place at the Academy an application **MUST** be made via the Local Authority in which **you live**. For most applicants this will be to Derby City Local Authority. Derby City Local Authority will then in turn notify the Academy about ALL the applicants for places for September 2018.

From the 6 November 2017 onwards you may apply either online at [https://remote.derby.gov.uk/Enrol\\_live/website/](https://remote.derby.gov.uk/Enrol_live/website/), or by phone on 01332 642730, or request a paper application on 01332 642730. Whichever way you chose to apply for a place, your application must be received by the Local Authority before the closing date of **15 January 2018**. Any applications made after 15 January 2018 will be classed as 'late' and considered after all 'on time' applications have been dealt with.

The Local Authority will inform you by letter, which will be posted on the **16 April 2018** – the 'National Offer Day' by second class post, this will contain a single offer of a school place for your child.

If you wish to visit the Academy before applying for a place please contact Mrs Tatem at Landau Forte Academy Moorhead on 01332 571162.

## TIMETABLE FOR APPEALS FOR ADMISSIONS TO RECEPTION 2018/19

Offers sent to Parent/Carers by the Local Authority	<b>16 April 2018</b>
Parent/Carers who wish to Appeal should contact Landau Forte Academy Moorhead in writing	From <b>16 April 2018</b>
Landau Forte Academy Moorhead will send an Appeals Form and further Guidance to Parent/Carers	Within <b>3</b> working days
Deadline for Parent/Carers to return their Appeal Form to Landau Forte Academy Moorhead	<b>15 May 2018</b>
Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the Academy	At least <b>10</b> working days prior to the commencement of Appeal Hearings
Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the Academy	<b>3</b> clear school days prior to Appeals Hearing
Outcome of the Appeal confirmed in writing to Parent/Carers	Wherever possible within <b>5</b> school days of Appeal Hearing