

## **APPLYING FOR A PLACE AT KATHERINE SEMAR JUNIOR SCHOOL**

Unfortunately it is no longer possible to just sign a list at school for your child to be transferred from the Infants to the Juniors. You do now have to apply online via [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) between 9<sup>th</sup> November 2020 and 15<sup>th</sup> January 2021. Please note that applications made after this date will be considered 'late applications' and your application will only be considered once the other children have been allocated a Junior School place.

Following is the process for the online application. If you have any problems, or do not have access to a computer, please see Sharon Bear at the Infant Office and she will help.

- Go to:  
<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>
- Select: Apply for a school place
- Select: Apply for a Year 3 Junior School place
- Scroll down the screen
- Select: Apply for a Year 3 Junior School place (again!)
- Type in your email address (click 'forgotton password' if you need to )  
(if it does not recognise your email address – click 'register' to set up an account)
- Click on blue box 'School Admission'
- Read notes and click blue 'Add Child' box at bottom right of page
- Enter your child's details and check address details
- Click blue box at bottom right to 'Add Child'
- Scroll to end of page to select 'Start New Application'
- Click 'staring Year 3' blue box
- Follow screen prompts to complete the application (to find our school the postcode is CB11 4DU).
- Don't forget to press submit at the bottom of the final page.