

**School Admissions and Transport Service**

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Autumn Term 2024

Dear Parent/Carer

**THE CHILDREN ACT 1989  
ADMISSION TO SCHOOL SEPTEMBER 2025**

In accordance with The Children Act, local authorities are required to ensure that those who have parental responsibility under the Act are consulted regarding major issues relating to their child's education.

Since your child is due to transfer or be admitted to school in September 2025, please be advised that Staffordshire's School Admissions and Transport Service will be dealing with the transfer arrangements for your child.

If possible, you should liaise with your child's other parent with whom we will directly correspond, if you have any views about your child's transfer to school.

The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

Alternatively, please contact the School Admissions and Transport Service if you would like to receive information about this process which is also available at [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions).

Yours faithfully

*School Admissions and Transport Service*