



Penshurst Primary School
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17 September 2026
Primary – Admissions

Dear parents/carers

Admissions to Primary/Infant School 2027

For children born between 1 September 2022 and 31 August 2023, it is now time for parents/carers to apply for a Reception school place for September 2027.

Unfortunately, due to budget constraints, the Admissions Team will not be sending letters directly to parents this year to remind them of the application process.

We would therefore be extremely grateful for your support in helping us share this information as widely as possible to ensure that parents and carers are aware of the need to apply and the relevant timescales.

We would be grateful if you could use your usual communication channels to circulate the attached information. As the information is generic and does not contain any child-specific details, it would be suitable for distribution via your messaging service, email, websites, newsletters.

I have attached the document to my email and also a flyer which can be emailed or displayed in your setting.

We would be grateful if you could continue to support us this year by directing parents and carers to the East Riding Citizens Portal, where they can submit an application for their child's school place - [Citizen Portal - Sign in](#)

If parents require further information on admissions to primary/infant school, there is a guide for parents available on our website. I have included a link below:

[About school place applications](#)

If you have any new starters who have recently joined you, who are resident in the East Riding of Yorkshire, please check with us to see if we are aware of them.

For any children who have a Education Health and Care Plan, their parent/carers should contact their EHCP Officer (Send.Enquiries@eastriding.gov.uk).

Yours faithfully

Mrs K Mason
Executive Headteacher