

Contact Families Information Service

Telephone 020 8921 6921

Email fis@royalgreenwich.gov.uk

Early Help

Children's Services

Floor 1
The Woolwich Centre
35 Wellington Street
Woolwich, London
SE18 6HQ

December 2017

Main number 020 8854 8888

To: Parents/Carers of children born between 1 September 2013 and 31 August 2014

RE: Primary School Admissions application

- You are due to be completing a primary school admissions application this year.
- This application is to be completed by 15 January 2018.
- You need to complete an application – even if your child is in the school nursery class or if they have siblings in your preferred school.

Families Information Service (FIS) is holding a number of information and advice sessions to help parents/carers to complete the primary school admissions application. FIS can help...

- With advice about how to make an application and what information to include
- Assist you to complete your application online
- Check your required evidence and pass it to the Admissions service

All sessions are being held in **The Library** at The Woolwich Centre, 35 Wellington Street, Woolwich SE18 6HQ - on the following dates:

Monday 8 January 2018	10.00-12.00 noon
Tuesday 9 January 2018	10.00-12.00 noon
Wednesday 10 January 2018	10.00-12.00 noon
Thursday 11 January 2018	10.00-12.00 noon
Friday 12 January 2018	10.00-12.00 noon
Monday 15 January	10.00-12.00 noon

*** Depending on demand you may need to wait to see a FIS advisor. ***

We encourage parents to apply online where possible. Please bring your email account details and council tax reference number with you. We look forward to seeing you.

Kind regards

Families Information Service

Primary School Admissions Application

Was your child born between 1 September 2013 and 31 August 2014?

If so, you must complete and submit your primary school admissions application by 15 January 2018

Families Information Service (FIS) is holding a number of transition information and advice sessions to help parents/carers to complete the primary school admissions application.

All sessions are being held in **The Library at The Woolwich Centre**, 35 Wellington Street, Woolwich SE18 6HQ - on the following dates...

Monday 08 January 2018	10.00-12.00 noon
Tuesday 09 January 2018	10.00-12.00 noon
Wednesday 10 January 2018	10.00-12.00 noon
Thursday 11 January 2018	10.00-12.00 noon
Friday 12 January 2018	10.00-12.00 noon
Monday 15 January 2018	10.00-12.00noon

Depending on demand you may need to wait to see a FIS adviser*

We encourage parents to apply online where possible. Please bring your email account details and council tax reference number with you. We look forward to seeing you.

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