
SPRINGFIELD PRIMARY SCHOOL



Springfield School Admissions

Updated December 2021

Rec-Y6 Admissions

Admissions for these year groups are done solely by Sheffield City Council. The team responsible for this is Primary Admissions. You can apply for a place at Springfield, and find out more information via the Sheffield City Council Website, following the links for Primary Admissions

<https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

Once your application is received, Primary Admissions will then allocate a school place where available. If Springfield School is full they will allocate the nearest available place to your home. You can talk to Primary Admissions about school places on: 0114 2735766

You will be informed by letter if your child has been allocated a place at Springfield School. Springfield will also receive a letter confirming your child has a place.

Starting School

When Springfield receives confirmation your child has a place in school, we will contact you and send you an admission pack. Please complete this and return it to school as soon as possible. Please let the school office know if you need help or support with completing the admission forms.

Once we have received your completed forms, we will contact you to book an admission appointment. If you need translation, please bring someone with you to help.



Please have a look around Springfield's Website before your appointment, you will find a lot of useful information here to help prepare your child for starting school. You will also be able to take a virtual tour of the school.

Admission Appointment

It is important that we gather as much information as we can on your child and your family circumstances, in order for your child to have the best start in school. It may be helpful to bring some identification with you to the appointment. Ideally a passport or birth certificate.

During the admission appointment we will go through your application, and you will have time to discuss anything you would like to share with school about your child. It is a requirement that your child attends this appointment, as there will also be an opportunity to look around the school and meet your child's class teacher and peers. *(Please note this may not be possible at times due to Covid restrictions).*

If your child has attended a previous school or nursery, we will contact the setting and gather any relevant information to help with your child's transition into Springfield. Any additional needs, SEND, or safeguarding information will be passed on to the relevant staff at Springfield.

After the appointment is completed your child will be given a date to start school.

Nursery Places

Nursery Places are allocated by Springfield. Parents can request an application form from the school office. Places are allocated according to date of birth on a first come first served basis and children can be admitted to Nursery the term after they are 3 years, if there are places available. You can find out more information on Nursey Admissions here

<http://springfieldschool.org.uk/page/transition-into-nursery/74524>

