

6 November 2025

Dear Parent/Carers,

We understand the importance of choosing the right school for your child. You will want to see for yourself what schools have to offer, take a look at the learning environments and meet the staff, so that you can make an informed choice. We are really excited to welcome prospective parents into our wonderful school and look forward to meeting you. This is an opportunity for you to come inside; have a tour of our classrooms and meet the Early Years team.

Hartley Brook Primary Academy – Reception Open Evening
Tuesday 25th November 2025
3.30pm – 5pm

If your child is due to start school in September 2026 (born between 1st September 2021 and 31st August 2022), please ensure you apply for a Reception Class place by completing an online application via Sheffield City Council's website. Online applications open in October 2025 and close on 15th January 2026. **If your child already attends our Nursery you will still need to apply for a reception school place.**

The link to Sheffield City Council's 'Entry to Primary School 2025/2026 A Guide for Parents' is below, which contains all the information you need.

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

If you would like any further information or if you can't make the Open Evening, but would like to book a visit on another day, please get in touch on **0114 2456882**. We look forward to welcoming you!

Many thanks,

Miss Middleton
Assistant Principal - EYFS