

My Ref: Stoke Primary S19 Apply
Date: 10th September 2018
Direct Dial: **01782 234598**

To the Parent/Guardian of:-

Dear Parent/Guardian

ADMISSIONS TO SECONDARY SCHOOL SEPTEMBER 2019

This letter relates to your child's transfer to secondary education in September 2019. An information booklet is also available on our website www.stoke.gov.uk/admissions which sets out the schools we have in the city and the process of how places will be allocated. Please read this before making your application.

The closing date for applications is **31 October 2018**. The most efficient way of applying for a school place is to apply on-line. This can be done via our website www.stoke.gov.uk/admissions from 3 September 2018 until the closing date of 31 October 2018. You can nominate up to three schools on the application and should include the names of any maintained schools or academies you wish your child to be considered for. You can also nominate schools in any other authority. When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email on 1 March 2019 informing you of the outcome of your application.

If you do not apply on-line, you will need to complete a paper application form. This can be obtained from your child's current primary school from 1 October 2018. The form should be returned to your child's primary school by the closing date of 31 October 2018 but as this date is during half term we will accept paper forms up to the 5 November 2018. We will write to you on 1 March 2019 to let you know the outcome of your application.

If you wish to apply for a church aided school or academy, include the school on your application and provide any additional information that is required such as a baptism certificate. Please look at the school's specific admissions policy to determine the additional information required and to help you decide whether your application is likely to be successful. If you apply on-line this should be forwarded separately to the Admissions Team at the admissions@stoke.gov.uk email address.

Please contact the Admissions Team on admissions@stoke.gov.uk or (01782) 234598 should you have any queries.

Yours faithfully



Gillian Machin
Admissions Manager
Children and Family Services

Please tell us if you need this letter in another format

contacting the council:

minicom: 01782 236037 telephone: 01782 234234
text: 07786 200700 email: Enquiries@stoke.gov.uk

stoke.gov.uk