

My Ref: Stoke Primary R18 Apply
Date: 01 October 2017
Email: Admissions@stoke.gov.uk
Direct Dial: 01782 234598



Dear **Parent/Guardian** of Nursery Child

ADMISSIONS TO PRIMARY SCHOOL (RECEPTION CLASS) SEPTEMBER 2018

This letter relates to your child's transfer to primary education in September 2018. 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. We advise you to read this before making your application.

The closing date for applications is **15 January 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 2 October 2017 until the closing date of 15 January 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 16 April 2018 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 by phoning the Admissions Team or contacting the primary school. The form should be returned to your child's primary school by the closing date of 15 January 2017 and we advise you request a receipt from the school when handing in the application. We will write to you on 16 April 2018 to let you know the outcome of your application.

Don't forget that if you wish to apply for a church aided school or academy, include the school on your application and look at the admissions policy for each school to determine the additional information required and to help you decide whether your application is likely to be successful. Some of these schools also have their own Supplementary Information Form (SIF) that require completion to increase your chance of admission at the school. These forms must be returned directly to the individual school concerned and **not to the Local Authority**. If you apply on-line, information such as scanned baptismal certificates, medical letters and adoption papers, can be scanned and emailed directly to the admissions team at the email at the top of this letter.

Please contact the Admissions Team on admissions@stoke.gov.uk should you have any queries.

Yours faithfully

Gillian Machin
Admissions Manager
Children, Adult 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