

My Ref: Stoke Reception R19 Apply
Date: 9th November 2018
Direct Dial: 01782 234598



City of
Stoke-on-Trent

To the Parent(s) of:

Dear Parent/Guardian

ADMISSIONS TO PRIMARY SCHOOL (RECEPTION CLASS) SEPTEMBER 2019

This letter relates to your child's transfer to primary 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. It is highly recommended that you read this before making your application.

The most efficient way of applying for a school place is to apply on-line. This can be done via our website from **1 November 2018** until the closing date of **15 January 2019**. 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, even those that are located outside the Stoke-on-Trent Local Authority. You should look at each school's admissions policy to determine any additional information that is required with your application and help you decide whether your application is likely to be successful. The policies are available on the school's individual website, the admissions booklet or from the relevant school. If you need to provide additional information when applying online, this should be emailed separately to the Admissions Team at admissions@stoke.gov.uk clearly labelling which child the information is for. When you apply on-line and have submitted your application, you will receive an instant email confirming that your application has been sent to Stoke-on-Trent Local Authority. Please keep this email as proof that you have done your application. You will receive an offer email on **16 April 2019** informing you of the outcome of your application.

If you do not apply on-line, you must complete a paper application form. This can be obtained from any primary/nursery school in Stoke-on-Trent from the first week in December 2018 and should be returned to your preferred school by the **closing date of 15 January 2019**. **Please ensure that you ask for a receipt as this is your proof of application.** We will write to you on 16 April 2019 to let you know the outcome of your application. Please contact the Admissions Team on our number of 01782 234598 or email admissions@stoke.gov.uk should you have any further queries or questions on any part of the admissions process.

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