

My Ref: Stoke Primary N18 Apply
Date: 1 November 2017
Direct Dial: 01782 234598



Dear Parent/Guardian

ADMISSIONS TO PRIMARY (NURSERY CLASS) OR NURSERY SCHOOL SEPTEMBER 2018

This letter relates to your child's transfer to a nursery class or school in September 2018. An information leaflet is also available on our website www.stoke.gov.uk/admissions which sets out the process of how places will be allocated. Please 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 2017** until the closing date of **16 February 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. However please **DO NOT include any schools outside of the Stoke-on-Trent Authority area as these will not be considered**. 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 websites 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, you will receive an instant email confirmation that your application has been successfully submitted. Please keep this email as proof that you have done your application. You will also receive an email the week commencing **14 May 2018** 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 January 2018 and should be returned to your preferred school by the **closing date of 16 February 2018**. **Please ensure that you ask for a receipt as this is your proof of application**. We will write to you week commencing 14 May 2018 to let you know the outcome of your application. Please contact the Admissions Team on our direct number of 01782 234598 or email admissions@stoke.gov.uk should you have any further queries or questions on the nursery admissions process.

Please note that nursery admissions are entirely separate from reception class admissions and that attending a nursery class does not guarantee your child a place in that school's reception class.

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