My Ref: Stoke Primary S20 Apply

Date: 5th September 2019

**Direct Dial: 01782 234598**



Dear Parent/Guardian

**ADMISSIONS TO SECONDARY SCHOOL SEPTEMBER 2020**

|  |  |
| --- | --- |
|  | This letter relates to your child’s transfer to secondary education in September 2020. 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 2019**. The most efficient way of applying for a school place is to apply on-line. This can be done via our website wwww.stoke.gov.uk/admissions from 2 September 2019 until the closing date of 31 October 2019. You can now nominate up to **five** schools on your 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. We strongly advise you to put down your nearest school to where you live, even if it is a 5th preference as many children in the previous academic year were given an offer of a school many miles from their home address as this was often the nearest school that had a place available after the allocations.  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 2020 (if you request to receive one) 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 on the number at the bottom of this letter. The form should be returned to the admissions team by the closing date of 31 October 2019 and we will write to you on 1 March 2020 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](mailto:admissions@stoke.gov.uk) email address.  Please find overleaf a list of dates and times of Stoke-on-Trent Secondary School and Academy Open Evenings. Should you have any further queries or question about the admissions process, please email the Admissions Team on admissions@stoke.gov.uk or ring (01782) 234598. |

Yours faithfully



**Gillian Machin**

**Admissions Manager**

**Children and Family Services**

**Stoke-on-Trent Secondary Open Evening Dates and Times**

**Birches Head Academy** Wednesday 25th September 5pm-7pm

**Co-op Academy Stoke-on-Trent**  Thursday 26th September 4.30pm-7.30pm

**Haywood Academy**  Wednesday 2nd October 6.30pm

**Ormiston Horizon Academy**  Thursday 19th September 6pm-8pm

**Ormiston Meridian Academy** Thursday 19th September 6.30pm-8.30pm

**Ormiston Sir Stanley Matthews Academy** Wednesday 25th September 6pm and 7.30pm

**St Joseph’s College** Thursday 12th September 7pm

**St Margaret Ward Catholic Academy** Thursday 19th September 6.30pm-8.30pm

**St Peter’s Academy** Wednesday 9th October 6.30pm-8.30pm

**St Thomas More Catholic Academy** Thursday 19th September 7pm

**The Discovery Academy** Thursday 26th September 5.30pm-8pm

**The Excel Academy**  Wednesday 18th September 5.30pm-8pm

**Thistley Hough Academy** Thursday 19th September 5pm-8pm

**Trentham Academy** Thursday 3rd October 6pm