



Children and Family Services
Admissions and Transport Team,
Civic Centre,
Glebe Street,
Stoke-on-Trent,
ST4 1HH

Thursday, 26 October 2023.

Dear Parents

YEAR 6 CHILDREN TRANSFERRING TO SECONDARY SCHOOL - SEPTEMBER 2024

I am writing to you because our records show that you have a child who is due to transfer to secondary school in September 2024 and you have not, as yet, completed your Local Authority's application form to apply for a school place.

The deadline for secondary school applications is 31 October 2023.

It is really important that you submit your application on-time as any late applications are considered after all on-time applications. If you apply for places in schools that are oversubscribed, i.e. they receive more applications than they have spaces, and your application is late, we will not be able to offer you a place at a school of your choice.

Please apply now to avoid disadvantage. You can complete our application form online at www.stoke.gov.uk/admissions and you will receive an email confirmation that your application has been submitted.

For more information about the application process and how late applications are processed, please read our Secondary School Prospectus, which you can do online at www.stoke.gov.uk/admissions.

Should you have any questions about the admissions process, please email admissions@stoke.gov.uk. Alternatively, to speak to an admission officer, please telephone 01782234598

Yours faithfully,

Barbara Dale,
Admissions Manager