



South Tyneside Council

8 January 2019

Dear Parent/Carer of children attending Nursery and transferring to Reception class in September 2019.

Admission to Reception class in September 2019

May I remind you that the closing date for returning your application form for your child to transfer into Reception class in September is **4.30pm on Tuesday 15 January 2019.**

The easiest way to apply for your preferred school(s) is online by logging onto the Council web site at **www.southtyneside.gov.uk/schooladmissions**. If you apply online, you will be notified on Tuesday 16 April 2019 our 'offer day' via your e-mail account.

Please be reminded that you must make a note of the email address that is associated with your e-services account as this will be the email address that will be used to send notification of your school offer.

Parents are also reminded that if they change address following the submission of an application form that they must notify us of this change in writing either by email to school.admissions@southtyneside.gov.uk or by post to the School Admissions Team, Town Hall and Civic Offices, South Shields, NE33 2RL. Change of addresses must reach us by Tuesday 26 February 2019. If you do not provide us with a change of address by this date, your new address will not be taken into account when allocating places.

If you have not applied online, you will receive a letter which is sent in the second class post on offer day.

If you do not have access to a computer you can obtain a hard copy of the application form by contacting the School Admissions Team on telephone numbers 0191 424 7767 or 0191 424 7706.

Failure to return or returning your application form **late** will reduce the chance of your child gaining a place at your preferred school.

Please be reminded, it is your responsibility to ensure your application form is completed and received by the deadline date of 4.30pm on Tuesday 15 January 2019.



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This is a generic message to all parents so if you have already applied for your child's school place please ignore this letter.

Yours sincerely

Christine Henderson

**Christine Henderson
Governors Support and School Admissions Manager**