



Dear Parent/Guardian

ADMISSIONS TO PRIMARY (NURSERY CLASS) OR NURSERY SCHOOL SEPTEMBER 2024

This letter relates to your child's transfer to a nursery class or school in September 2024. 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 December 2023** until the closing date of **31 January 2024**. 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 cannot 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 before the **31 May 2024** 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 2024 and should be returned to your preferred school by the **closing date of 31 January 2024**. **Please ensure that you ask for a receipt as this is your proof of application**. We will write to you before the 31 May 2024 to let you know the outcome of your application. Please contact the Admissions Team by emailing 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

Barbara Dale
Admissions Manager
Children, Adult and Family Services

Tell us if you need this letter in an alternative format

Get in touch

Telephone: 01782 234 234 stoke.gov.uk

