



# South Tyneside Council

Dear Parents/Carers of Year 6 Pupils

2 October 2023

## **Admission to Secondary School in September 2024**

May I remind you that the closing date for returning your application form for your child to transfer into Secondary School next year is **Tuesday 31 October 2023 at 4.30pm.**

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](http://www.southtyneside.gov.uk/schooladmissions).

If you apply online, you will be notified on Friday 1 March 2024 our 'offer day' via your e-mail account.

**WE RECOMMEND THAT YOU ALL THREE PREFERENCES ON YOUR APPLICATION FORM.**

**Please be reminded that you must make a note of the email address that you use when applying 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](mailto: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 Monday 8 January 2024. 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 number 0191 424 7704.

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 Tuesday 31 October 2023 at 4.30pm.**

**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**