



## South Tyneside Council

5 January 2022

**Dear Parent/Carer of children attending Nursery and transferring to Reception class in September 2022.**

### **Admission to Reception class in September 2022**

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 Monday 17 January 2022.**

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 Tuesday 19 April 2022 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](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 Tuesday 1 March 2022. 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 Monday 17 January 2022.**



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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**