



South Tyneside Council

14 December 2015

Dear Parents/Carers of children transferring to Reception Class in September 2015

Reception Admission in September 2016

May I remind you that the closing date for returning your application form for your child to transfer into Reception class next year is **Friday 15 January 2016 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**. If you apply online, you will be notified on Monday 18 April 2016 our 'offer day' via your e-mail account.

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.

Please note that if you have applied online, it is very important that you check that you have submitted your form correctly. When a form is submitted correctly, an automatic email response will be sent to your email address with a reference number. It is important that you check your emails for your notification to ensure the School Admissions Team have received your application. Please contact us immediately if you have not received this notification.

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 7767 / 7705.

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 Friday 15 January 2016 at 4.30pm.