



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.

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 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**