

My Ref: S25 Apply
Date: 2 September 2024
Direct Dial: **01782 234598**

**Children and Family Services
Admissions and Transport Team,
Civic Centre,
Glebe Street,
Stoke-on-Trent,
ST4 1HH**

Dear Parent/Guardian

ADMISSIONS TO SECONDARY SCHOOL SEPTEMBER 2025

This letter relates to your child's transfer to secondary education in September 2025. An information booklet is also available on our website www.stoke.gov.uk/admissions which sets out the schools we have in the city and the process of how places will be allocated. Please read this before making your application.

The closing date for applications is **31 October 2024**. The most efficient way of applying for a school place is to apply on-line. This can be done via our website www.stoke.gov.uk/admissions from 3 September 2024 until the closing date of 31 October 2024. You can now nominate up to **five** schools on your application and should include the names of any maintained schools or academies you wish your child to be considered for. You can also nominate schools in any other authority. **We strongly advise you to put down your nearest school to where you live, even if it is a 5th preference** as many children in previous academic years were given an offer of a school many miles from their home address as this was often the nearest school that had a place available after the allocations.

When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email on 1 March 2025 (if you request to receive one) informing you of the outcome of your application.

If you do not apply on-line, you will need to complete a paper application form. This can be obtained from the first week of October 2024 by e-mailing admissions@stoke.gov.uk or contacting your child's primary school. The completed form should be returned to the Admissions Team or the Primary School by the closing date of 31 October 2024. We will then write to you on 3 March 2025 to let you know the outcome of your application.

If you wish to apply for a church aided school or academy, include the school on your application and provide any additional information that is required such as a baptism certificate. Please look at the school's specific admissions policy to determine the additional information required and to help you decide whether your application is likely to be successful. If you apply on-line this should be forwarded separately to the Admissions Team at the admissions@stoke.gov.uk email address.

Please find overleaf a list of dates and times of Stoke-on-Trent Secondary School and Academy Open Evenings. Should you have any further queries or questions about the admissions process, please email the Admissions Team on admissions@stoke.gov.uk.

Please tell us if you need this letter in another format

contacting the council:

minicom: 01782 236037 telephone: 01782 234234
text: 07786 200700 email: Enquiries@stoke.gov.uk

stoke.gov.uk

Stoke-on-Trent Secondary Open Evening Dates and Times*

Birches Head Academy	Tuesday 17 September 5.30pm - 7pm
Co-op Academy Stoke-on-Trent	Wednesday 25 September 5.30pm - 7.30pm
Co-op Academy Florence MacWilliams	Tuesday 17th September 5pm (Virtual) Tuesday 8th October 7pm (Virtual)
Haywood Academy	Thursday 3 October 5.30pm – 8pm
Ormiston Horizon Academy	Wednesday 11 September 5.30pm - 7.30pm
Ormiston Meridian Academy	Thursday 3 October 6pm
Ormiston Sir Stanley Matthews Academy	Wednesday 25 September 6pm & 7pm
St Joseph's College	Thursday 12 September - 6pm Info Chat <i>Entrance Test</i> <i>Wednesday 18 September and Thursday 19 September</i>
St Margaret Ward Catholic Academy	Thursday 19 September 5.30pm
St Peter's Academy	Thursday 26 September 6pm - 8pm Open Day Saturday 28 September 11.30am
St Thomas More Catholic Academy	Thursday 19 September 5pm - 8pm
The Discovery Academy	Thursday 19 September 5pm – 7.30pm
The Excel Academy	Thursday 10 October 5pm - 7pm
Thistley Hough Academy	Thursday 19 September 4.30pm - 7pm
Trentham Academy	Thursday 12 September 5.30pm – 8pm

*Please note that the dates and times above are correct at time of going to print. Please check with any individual schools before you plan to visit.

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