

The service dealing with this matter is:

Admissions and Information Service
Newcastle City Council
Room 225 Civic Centre
Newcastle upon Tyne, NE1 8QH

Our Ref: First and Primary Schools

1 September 2017

Dear Colleague

Website: www.newcastle.gov.uk/admissions

Phone: 0191 278 7878

Fax: 0191 277 7474

Email: admissions.information@newcastle.gov.uk

School admissions and transfers for September 2018

The annual application process for reception and transfer places classes for next September is now underway. I would be grateful as always for your support in raising awareness with parents and carers.

Enclosed **reception** leaflets and a generic letter for you to copy and give to parents in your nursery class/playgroup, where applicable, and/or to prospective parents coming to have a look around school. Please ensure all the children in your Early Years provision have a copy and know the timescales to apply for reception places.

Copies of the information and additional promotional material is all on the **services to schools website** <http://www.servicestoschools.org.uk/>. Please publicise the key dates for the annual process on your own school website and in newsletters and other information to parents. If you need more copies of anything, please get in touch.

This year the leaflets are the only printed guidance we have produced. Parents will be directed to schools or Customer Service Centres if they cannot get online and want a copy of your admission policy and a paper application form. Many of you already include your policy in your school brochure. The majority of parents will access information online at **www.newcastle.gov.uk/admissions**

If you feel any of your parents or children may be vulnerable and the family might need additional help to make an application for a school place, please contact us. Thank you in advance for all your help.

Yours faithfully



Lorraine Griffin
Admissions and Information Service Manager