

Seghill First School

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T Together
E Everyone
A Achieves
M More



16 November 2017

Dear Parents of children in orange class

Admissions to Reception in September 2018

At the end of this school year, your child will move to Reception. This may seem a long way off, but the **deadline for applications for Reception places closes on 15 January 2018.**

You must complete an application form for a place in our Reception class even if your child attends our Nursery.

There is a high demand for places. If you do not submit an application form by the deadline your child may not be offered a place in our Reception class.

It is absolutely vital that you apply for a Reception place in our school by 15 January 2018.

Please note the following misconceptions-

- My child attends the school Nursery so I don't need to apply for a Reception place for September 2018 as they will get a place automatically **FALSE.**
- My older child goes to the school I want my child in Nursery to move up in to Reception so I don't need to apply for a place for September 2018 as they will get a place automatically **FALSE.**
- Seghill First School staff will tell School Admissions that I want my Nursery child to move up in to Reception so I don't need to apply for a place for September 2018 as they will get a place automatically **FALSE.**

Next steps

Please visit the admissions pages on the County Council's website and read the **Primary School Admissions Handbook 2018 – 2019.** This explains how to register for online application.

If you do not have access to the internet at home, please see us and we will arrange for you to access the internet at school in order for you to fill in an application online.

Telephone enquiries should be made to the school admissions team on **0345 600 6400.**

How to apply

You will be able to access the **Primary School Admissions Handbook 2018 – 2019** on the Northumberland County Council website. The address is-

<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Admissions-Handbook-PRIMARY-School-2018-19.pdf>

or click on this link (electronic copy of this letter in the letters tab on the school website)
[primary school admissions handbook for september 2018](#)

The admissions portal for online applications is-

https://schadm.northumberland.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F

or click on this link

[first primary school admissions portal](#)

You will be informed by Northumberland County Council on **01 March 2018** whether your application for a Reception place has been successful.

If you do not apply by **15 January 2018**, your application will be held on file and will not be dealt with until all applications that were submitted by the deadline have been allocated.

All admissions are dealt with by the admissions team at Northumberland County Council. We have no say in which children are allocated to our school, nor can we influence the application process in any way.

Please make sure that you complete on online application by **15 January 2018**. I know these forms can seem annoying and everyone is busy but I cannot stress enough the importance of meeting this deadline.

Finally, if you experience problems with the online form or if you are unsure about any aspect of the application process, please ring school admissions and seek help. Failing to apply for a Reception place by the deadline may mean that your child is only offered a place in a primary school in a neighbouring partnership where they will not know anyone and where you will have to transport them to and from every day.

Yours sincerely

Miss Chappell
Headteacher