

Seghill First School

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Headteacher: Miss T Chappell



09 January 2019

Dear Parents of children in orange class

Reminder about admissions to Reception in September 2019

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 is 15 January 2019, which is next Tuesday.**

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 2019.

Please note the following misconceptions-

- My child attends the school Nursery so I don't need to apply for a Reception place for September 2019 as they will get a place automatically **FALSE.**
- My older child goes to the school and I want my child in Nursery to move up in to Reception so I don't need to apply for a place for September 2019 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 2019 as they will get a place automatically **FALSE.**

How to apply

1. Read the school admissions handbook.

Please visit the admissions pages on the County Council's website and read the **Primary School Admissions Handbook 2019 – 2020**. This explains how to register for online application. A link to this handbook is on our **school website** in the **virtual office** tab and on the **school admissions- admissions to Reception** page.

2. Complete the online application form

Please visit the online admissions portal on the county council's website. The address is

www.northumberland.gov.uk/Education/Schools/Admissions.aspx#onlineschooladmissionapplication

A link to the online admissions portal is on our **school website** in the **virtual office** tab and on the **school admissions- admissions to Reception** page.

If you do not apply by **15 January 2019**, 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.

Offer of a place

You will be informed by Northumberland County Council on **16 April 2019** whether your application for a Reception place has been successful.

You will then have two weeks to accept the offer of a place in Reception. If you do not accept the place, your place will be offered to another child and your child will not have a place in our school for September 2019.

Summary

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 an online application by **15 January 2019**. I know these forms can seem annoying and everyone is busy but I cannot stress enough the importance of meeting this deadline.

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.

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 your child will not know anyone and you will have to transport your child to and from the school every day.

Yours sincerely

Miss Chappell
Headteacher