



# Application for Admission to Reception 2024-25

You should complete and return this application by

**15 January 2024**

For School Use Only	
Has the DOB been checked?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the form nominate preferences?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the form signed by the person with P.R.?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a receipt been issued?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Please upload forms individually – not in a batch</i>	

## Important Notes

Do you know that you can apply online using the Council's ON LINE SYSTEM [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) This will enable an automatic receipt to be issued to you.

- **You are strongly advised to refer to the Information for Parents Booklet/Prospectus prior to completing this application form.** You may view this at [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions)
- **You are strongly advised to obtain and read a copy of each School/Academy's Admission Policy**
- If you want to apply for Schools/Academies in another authority you will need to put the details of those Schools/Academies on this application form
- Please return this form by the closing date of **15 January 2024** to your current STROKE-ON-TRENT Primary or Junior Academy/School. (Please ask for a receipt as proof of application)
- If your child attends another authority Primary or Junior School/Academy, please return this form directly to the address in bold below. (You may wish to use registered post to ensure delivery - proof of posting is not proof of delivery)
- If you move address before **16 April 2024**, you **must** contact The Admissions and Transport Team to inform them of your new address - Proof of address **WILL** be required. By post to: **Admissions and Transport Team, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH** or by email to [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)

Is this child in the care of a local authority?

Yes:  No:

**If yes, the person with Parental Responsibility must complete this form.**

### Section 1 – Child's Details

Child's First Name: (Print Name)  Date of Birth:  /  /

Child's Surname: (Print Name)  (Age Range 01/09/19 - 31/08/20)

Male:  Female:  (Please Tick)

Child's Current School:

**Do you have parental responsibility for this child? (This box must be ticked in order to process)**

Yes:  No:

Parent/Guardian: (Print Name) Mr/Mrs/Miss/Ms (Please Circle)

Relationship to child:

Parent/Guardian: (Print Name) Mr/Mrs/Miss/Ms (Please Circle)

Relationship to child:

Full Postal Address:   
  
 Stoke-on-Trent

Postcode:

**NB: it is your responsibility to advise The Admissions and Transport Team immediately if these details change. Please email [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)**

Phone Number: (Mobile)

(Home/Work)

E-mail address:

Has your child previously been in the care of a local authority but has now been adopted? **If yes, please attach evidence**

Yes:

No:

Does this child have an Educational Health and Care Plan or Statement of Special Educational Needs?

Yes:

No:

### Preference for Catholic and Church (Aided) Schools/Academies only

If you are applying for faith places at a Catholic or Church of England (Aided) Primary Schools/Academies, please be aware that these schools have separate admission criteria and you **will** need to provide further information.

Religion of Child:

Has your child been Baptised?

**Failure to supply further information may effect the admissions category the child is placed in.**

### Section 2 – Reception School Preferences

List the names of Schools/Academies where you would prefer your child to attend, in ranked order. You may give the reasons for your preferences below. (Please attach an additional sheet if required)

**You are strongly recommended to put more than 1 preference.**

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

5<sup>th</sup>

**Reasons for preference - Including Medical/Social (evidence MUST be attached). Any evidence sent separately from this form must be sent by registered post or e-mail. Proof of posting is not proof of receipt.**

### Section 3 – Elder Brother or Sister

If your child has an elder brother or sister already at one of your preferred Schools/Academies, who will still be in attendance in September 2024, please give details below:

Name of Elder Brother or Sister

Secondary School/Academy

Date of Birth

Current Year

### Section 4 – Declaration and Signature of Parent/Guardian

**Parent/Guardian Declaration** – This application should only be signed by someone with parental responsibility for this child. Applications cannot be processed without an appropriate signature.

I declare that all the information I have provided is true. I understand that if a place is offered on the basis of a fraudulent or intentionally misleading application from Parent/Guardian the offered place will be withdrawn.

**Where I have applied for faith school/s, I am aware I must send relevant supporting evidence to the school/s direct – see individual school policies for their requirements.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



At Stoke-on-Trent City Council we take your privacy seriously and will only use your personal information to fulfil the Authority's statutory and operational needs in relation to school admissions and for purposes required or allowed by law. The information supplied by you is securely held on the Capita ONE database and is used by both City Council staff and those working in schools. Information may be shared with North Staffordshire Primary Care Trust for the purpose of updating and maintaining school nurse records. It may also be shared with local schools so that 'school readiness activities' can be offered to your family. If you have any objection to this information being shared, please write to: The Admissions and Transport Team, Children and Family Services, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud, misuse of public funds and any legal or statutory requirements. We may share this information with other bodies for these purposes. We may also share this information with other departments of the council or other relevant organisations for purposes which may include enforcement. You can find information about how we handle your personal information by visiting [www.stoke.gov.uk/dataprotection](http://www.stoke.gov.uk/dataprotection).