My Ref: Stoke Reception R27 Apply
Date: November 2026
Direct Dial: 01782 234598

City of
Stoke-on-Trent

Dear Parent/Guardian

ADMISSIONS TO PRIMARY SCHOOL (RECEPTION CLASS) SEPTEMBER 2027

This letter relates to your child's transfer to primary education in September 2027. 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. It is highly recommended that you read this before making your application.

The most efficient way of applying for a school place is to apply on-line. This can be done via our website from **1 November 2026** until the closing date of **15 January 2027**. You can nominate up to five schools on the application and should include the names of any maintained schools or academies you wish your child to be considered for, even those that are located outside the Stoke-on-Trent Local Authority. You should look at each school's admissions policy to determine any additional information that is required with your application and help you decide whether your application is likely to be successful. The policies are available on the school's individual website, the admissions booklet or from the relevant school. If you need to provide additional information when applying online, this should be emailed separately to the Admissions Team at admissions@stoke.gov.uk clearly labelling which child the information is for. When you apply on-line and have submitted your application, you will receive an instant email confirming that your application has been sent to Stoke-on-Trent Local Authority. Please keep this email as proof that you have done your application. You will receive an offer email on **16 April 2027** informing you of the outcome of your application.

If you do not apply on-line, you must complete a paper application form. This can be obtained from any primary/nursery school in Stoke-on-Trent from the first week in December 2026 and should be returned to your preferred school by the **closing date of 15 January 2027**. **Please ensure that you ask for a receipt as this is your proof of application as this is your responsibility to complete the application**. We will write to you on 16 April 2027 to let you know the outcome of your application.

Please contact the Admissions Team on our email admissions@stoke.gov.uk should you have any further queries or questions on any part of the admissions process.

Yours faithfully

Lee Nicholls
Admissions Manager
Children, Adult and Family Services

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