Parent/Carer of:

Together for Children
City Hall
Plater Way
Sunderland
SR1 3AA
www.togetherforchildren.org.uk

Date: October 2023

This matter is being dealt with by: School Admissions 0191 520 5553, school.admissions@sunderland.gov.uk

Dear Parent/Carer

ADMISSION TO INFANT/PRIMARY SCHOOL – SEPTEMBER 2024

This letter is about the arrangements for the admission of your child into infant/primary school in September 2024.

Applying online is the simplest option.

Go to www.sunderland.gov.uk/admissionsonline to complete your application. You can apply on a variety of devices including a phone, tablet and PC or alternatively you can visit City Hall where there are facilities to apply online. The online facility is open during the preference period – 2 October 2023 to 15 January 2024. It is only possible to apply at this web address if you live in Sunderland. If you live in another area, you must apply through your 'home' Council

Please note that we use the Capita online system which parents/carers will access through the Family Portal on the Council's website. If you have previously applied for Free School Meals or the 2 year old offer for any children within your family, you will already have log-in details.

When you apply online you will receive an email confirmation once your application has been received. You will also receive an email notification regarding your child's school place on 16 April 2024, if you apply online.

If it is not possible to access or submit an online application, a paper application form can be obtained by emailing school.admissions@sunderland.gov.uk or by telephoning 0191 520 5553.

If you apply on a paper application form, you will be informed of your child's school place by letter, which will be posted second class on 16 April 2024.

It is the responsibility of parents/carers to ensure that the application is submitted. Please do not leave this responsibility with your child. It is important that you submit your application as soon as possible. Applications submitted after 15 January 2024 may not be considered until after those received on time have been dealt with and the opportunity of getting a place at your preferred school(s) may be reduced.

Schools and Academies in Sunderland use distance between a child's home address and the school(s) they are applying for a place at when allocating places at schools that are oversubscribed. Therefore the address you provide as part of your application **must** be your child's permanent home address. If you change your address after submitting your application, you **must** inform the School Admissions Team at Sunderland City Council as soon as possible as this could affect your application. It is only possible to consider the address where you are living during the application period. Should your address change during the preference period and the School Admissions Team are not informed, this could result in an offer of a school place being withdrawn if inaccurate information is used to allocate the place. Further information is available in the 'Information for Parents' booklets.

A copy of the Admission to Primary Schools booklet is available on the council's website at www.sunderland.gov.uk/schools-admissions to view or download a copy.

If your child has an Education, Health and Care Plan, please read page 4 in the 'Admission to Primary Schools' booklet.

Sunderland LA will operate an 'equal preference' scheme for admissions for September 2024. This applies to all Community, and Voluntary Aided Schools and Academies. For further information on the 'equal preference' scheme, please refer to page 27 in the booklet.

If you intend to express a preference for a Voluntary Aided School or Academy please refer to the booklet for details of their admission criteria, **but you must still include this school on the application.**

If you intend to express a preference for a school outside of Sunderland, **you must still include this school on the application.** However you should also contact the Local Authority where the school is based for advice about the admission criteria.

If you require any further information concerning the admission of your child into school, please contact the School Admissions Team on 0191 5611447 or 0191 51611425 or email school.admissions@sunderland.gov.uk

Yours faithfully

Julie A Davey

Julie Davey
Admissions Team Leader
Julie.davey@togetherforchildren.org.uk