Parent/Carer of:

City Hall
Plater Way
Sunderland
SR1 3AA

Tel: 0191 520 5553
Web: www.togetherforchildren.org.uk

Date: September 2023

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

Dear Parent/Carer,

ADMISSION TO SECONDARY SCHOOL – SEPTEMBER 2024

This letter is about the arrangements for the admission of your child into secondary 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 on line. The online facility is open during the preference period - 11 September to 31 October 2023. 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 Family Portal which parents/carers may have previously used to apply recently for school places or Free School Meals or the 2 year old offer for any children within your family, therefore you will already have log-in details.

When you apply online you will receive an email confirmation once your application has been submitted. You will also receive an email notification regarding your child's school place on 1 March 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 5560. 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 1 March 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 31 October 2023 may not be considered until after those received on time have been dealt with and the opportunity of getting a place for your child at your preferred school(s) may be reduced.

All schools 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 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 Secondary 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 3 in the 'Admission to Secondary Schools' booklet.

Sunderland LA will operate an 'equal preference' scheme for admissions for September 2024. This applies to all schools. For further information on the 'equal preference' scheme, please refer to page 20 in the booklet.

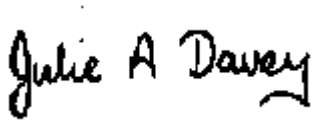
Each academy has a defined cluster of junior/primary schools. Children attending one of these schools are not guaranteed a place at this school but would meet one of the higher priorities for places. To find out which is the cluster secondary school for your child, please refer to pages 22 & 23 in the 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 5611425 or email school.admissions@sunderland.gov.uk

Yours faithfully



Julie Davey
Admissions Team Leader