

Seghill First School

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A Achieves
M More



25 September 2017

Dear parents of children in blue class

Admissions to Year 5 in September 2018

At the end of this school year, your child will move to Year 5. As we are part of a three tier partnership of schools, this means that they will move to a middle school. Children in our school usually transfer to Seaton Sluice Middle School, as we are one of their feeder first schools. Parents have the right to apply for a place for their child at Seaton Sluice Middle School or any other school of their choice.

Year 5 may seem a long way off, but the **deadline for applications for Year 5 places closes on Tuesday 31 October 2017.**

Last academic year a number of our Year 4 parents did not complete the application process for a Year 5 place for September 2017 by the deadline. Both Seaton Sluice Middle School and Whytrig Middle School were oversubscribed. One family had to go through the appeals process to get a place even though their older son was in their school of choice. One child did not attend transition week as her parents did not apply for a Year 5 place until transition week (July 2017) and the child was not allocated a place until after transition week. Both of these circumstances were very unsettling for the children involved.

It is absolutely vital that you apply for a Year 5 place in middle school by Tuesday 31 October 2017.

Please note the following misconceptions-

- My child attends a feeder first school so I don't need to apply for a place for September 2018 as they will get a place automatically **FALSE**.
- My older child goes to the school I want my Year 4 child to go to so I don't need to apply for a place for September 2018 as they will get a place automatically **FALSE**.
- Seghill First School staff will tell the school I want my Year 4 child to go to so I don't need to apply for a place for September 2018 as they will get a place automatically **FALSE**.

How to apply

You will be able to access the **Middle, High and Secondary School Admissions Handbook 2018 – 2019** on the Northumberland County Council website. The address is-

www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/Admissions-Handbook-SECONDARY-School-2018-19.pdf

or by visiting www.admissions.northumberland.gov.uk

The admissions portal for online applications opened on 11 September 2017:

www.schadm.northumberland.gov.uk/ccsenterprise_admissionsonline_live/

You should complete an application setting out the schools you would prefer your child to attend. You can express preferences for up to 4 schools. You need to set out the reasons for your preferences, using the criteria for prioritising applications in the handbook: stating a preference is not making a choice, places are allocated according to equal preference.

You will be informed by Northumberland County Council on **01 March 2018** whether your application has been successful.

If you do not apply by 31 October 2017, 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.

All admissions are dealt with by the admissions team at Northumberland County Council. We have no say in which children are allocated to which school, nor can we influence the application process in any way.

Next steps

Please visit the admissions pages on the County Council's website and read the **Middle, High and Secondary School Admissions Handbook 2018 – 2019**. This explains how to register for online application.

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.

Telephone enquiries should be made to the school admissions team on **0345 600 6400**.

Please make sure that you complete an online application by 31 October 2017. I know these forms can seem annoying and everyone is busy but I cannot stress enough the importance of meeting this deadline.

Open evenings at Seaton Sluice Middle School and Whytrig Middle School will be taking place on **Thursday 12 October from 6:00pm**. You may find it useful to attend these events before making a decision.

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 middle school place by the deadline may mean that your child is only offered a place in a primary school in a neighbouring partnership where they will not know anyone and where you will have to transport them to and from every day.

Yours sincerely
Miss Chappell
Headteacher