The service dealing with this matter is:
Admissions and Information Service
Newcastle City Council
Civic Centre
Newcastle upon Tyne, NE1 8QH

Website: www.newcastle.gov.uk
Email:
admissions.information@newcastle.gov.uk

Parent/carer of a child due to start a Middle, Secondary or High School in September 2020

Our ref: T20

1 September 2019

Dear Parent or Carer

Apply now for transfer school place 2020

As your child is in their final year of their current school it is now time to apply for a school place for September 2020. You **must apply** for a school place for September 2020 when they will transfer to their next stage of education, even if they attend a feeder school.

The leaflet "Transferring School in 2020" provides a summary of the application process for easy reference. Full guidance is available online at **www.newcastle.gov.uk**

Please read the full admissions guidance, including the admission policies of your preferred schools, and understand how places are allocated before you apply. If you want your child to be considered for free school travel, read the travel eligibility criteria carefully.

The process described relates to children who live in Newcastle. If your child does not live in Newcastle, you will need to apply to their home authority (the one you pay Council Tax to).

We advise that you apply for a place online at www.newcastle.gov.uk

Please note if you have applied online for other children and have already registered on the system you can use the same log in information. If you can't remember your password, there is a forgotten password link which will reset this.

Customer Service Centres can help with your online application. If you are unable to apply online, paper forms can be picked up from schools.

The deadline for submitting your application is midday (12 noon) on 31 October 2019. You will receive your child's school place offer on national offer day, 1 March 2020.

If you have any queries, contact the school admissions team.

Yours sincerely

Admissions and Information Team
Newcastle City Council