

To the parent/carer of a child due to start school in September 2020

**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](http://www.newcastle.gov.uk)

**Our ref: R20**

**Email:** [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

**1 September 2019**

Dear Parent or Carer

**Apply now for reception class places in September 2020**

If your child was born between 1 September 2015 and 31 August 2016 it is now time to apply for a school place for them to start school in a reception class in September 2020.

Everyone who wants a reception class place **must** apply or they will not be offered a place.

The leaflet "Starting School in 2020" provides a summary of the application process for easy reference. Full guidance is available online at **[www.newcastle.gov.uk](http://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 complete your application. 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](http://www.newcastle.gov.uk)**

Please note if you have applied online previously 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 15 January 2020.** You will receive your child's school place offer on national offer day, 16 April 2020.

If you have any queries, please contact the Admissions Team.

Yours sincerely

**Admissions and Information Team**  
Newcastle City Council