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Dear Parent/Guardian

**Re Admission to Primary School – September 2015**

As your child is due to start Primary school in September 2015 you will need to apply for a school place. As a Tameside resident, you should apply using the **online application form** which is available on the School Admissions pages of Tameside's website at the following address from **3rd NOVEMBER 2014**.  
[www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions)

If you haven't got access to the internet, all Tameside libraries have computers where you can use the internet free of charge for up to one hour per day. There is a short video showing you exactly what you need to do on our website, please watch this before starting your application. This year we are offering a **small number** of appointments in Ashton with a member of the School Admissions Team who will help you complete your form if you are having difficulty. Please call 0161 342 3208 early to book an appointment. The last appointment will be on 14<sup>th</sup> January 2015. You can also contact the team by emailing [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)

If you are applying for a voluntary aided school, even if it isn't your first preference, you may need to submit extra information for example, a baptismal certificate, proof of address or evidence of church attendance. This cannot be done using the online system and you should contact the school to confirm what you need to do.

The criteria by which places are offered and important information on the allocation process is also available on the Tameside website. **You are advised to read all the information on the "Starting Out" pages before you complete your online form.**

The closing date for application forms is **15<sup>th</sup> January 2015**. Any applications submitted after the closing date will be treated as 'late' and will not be processed until after those submitted on time. It is really important to apply on time. 86.95% of parents who applied on time in 2014 were allocated a place at their first preference school, only 62.89% of those who applied late got their first preference.

**PLEASE NOTE THAT NO FURTHER REMINDERS TO MAKE YOUR APPLICATION WILL AUTOMATICALLY BE SENT.**

Yours faithfully

*Paula Barnett***Paula Barnett**  
**Principal Admissions Office**  
**School Organisation and Admissions**