

My Ref: S26 Apply
Date: 2 September 2025
Direct Dial: **01782 234598**

**Children and Family Services
Admissions and Transport Team,
Civic Centre,
Glebe Street,
Stoke-on-Trent,
ST4 1HH**

Dear Parent/Guardian

ADMISSIONS TO SECONDARY SCHOOL SEPTEMBER 2026

This letter relates to your child's transfer to secondary education in September 2025. An information booklet is also available on our website www.stoke.gov.uk/admissions which sets out the schools we have in the city and the process of how places will be allocated. Please read this before making your application.

The closing date for applications is **31 October 2025**. The most efficient way of applying for a school place is to apply on-line. This can be done via our website www.stoke.gov.uk/admissions from 3 September 2025 until the closing date of 31 October 2025. You can now nominate up to **five** schools on your application and should include the names of any maintained schools or academies you wish your child to be considered for. You can also nominate schools in any other authority. **We strongly advise you to put down your nearest school to where you live, even if it is a 5th preference** as many children in previous academic years were given an offer of a school many miles from their home address as this was often the nearest school that had a place available after the allocations.

When you apply on-line, you will receive an email confirmation that your application has been successfully submitted. You will also receive an email on 1 March 2026 (if you request to receive one) informing you of the outcome of your application.

If you do not apply on-line, you will need to complete a paper application form. This can be obtained from the first week of October 2025 by e-mailing admissions@stoke.gov.uk or contacting your child's primary school. The completed form should be returned to the Admissions Team or the Primary School by the closing date of 31 October 2025. We will then write to you on 3 March 2026 to let you know the outcome of your application.

If you wish to apply for a church aided school or academy, include the school on your application and provide any additional information that is required such as a baptism certificate. Please look at the school's specific admissions policy to determine the additional information required and to help you decide whether your application is likely to be successful. If you apply on-line this should be forwarded separately to the Admissions Team at the admissions@stoke.gov.uk email address.

Please find overleaf a list of dates and times of Stoke-on-Trent Secondary School and Academy Open Evenings. Should you have any further queries or questions about the admissions process, please email the Admissions Team on admissions@stoke.gov.uk.

Please tell us if you need this letter in another format

contacting the council:

minicom: 01782 236037 telephone: 01782 234234
text: 07786 200700 email: Enquiries@stoke.gov.uk

stoke.gov.uk

Stoke-on-Trent Secondary Schools Open Morning / Evening Dates and Times*
(booking not required unless stated otherwise)

| | |
|---|--|
| Birches Head Academy | Thursday 25 September 5.30pm - 7.30pm Open Mornings - Tuesday 7 October/ Wednesday 8 October / Thursday 9 October - 10am and 10.15am (needs to be booked) |
| Co-op Academy Stoke-on-Trent | Wednesday 24th September 2025 4.30-7.00pm |
| Co-op Academy Florence MacWilliams | 23rd - 24th September check website for times 26th September Appointments available to visit the school weeks of 29 th September and 6 th October 2025 |
| The Discovery Academy | Wednesday 17 th September 4.30pm - 7.00pm |
| Excel Academy | Open Evening - Thursday 2 October 2025 |
| Haywood Academy | Open evening – Thursday 18 th September check school website for times Open morning – Saturday 4 th October |
| Ormiston Horizon Academy | Wednesday, 10 th September from 17:30 – 19:30 |
| Ormiston Meridian Academy | Thursday 2 nd October from 6pm to 8.30pm. |
| Ormiston Sir Stanley Matthews | Wednesday 24 th September check school website for times |
| St Joseph's Catholic College | Tuesday 1 st July - 6pm Tuesday 9 th September - 5:30pm – 9:00pm |
| St Margaret Ward Catholic Academy | Thursday 11 th September - 5:30 - 8:30pm Saturday 27 th September - 10:00 - 12:00pm |
| St Peter's C of E Academy | Thursday 25 th September check school website for times Saturday 27 th September |
| St Thomas More Catholic Academy | Thursday 18 th September 5pm – 8pm Thursday 16 th October 9.30am |
| Thistley Hough Academy | Thursday 18 th September 4.30pm – 7pm |
| Trentham Academy | Thursday 11 th September – 5 - 8pm Saturday 4 th October - 9am-12.30pm Academy tours 29/30 September – 9-10.30am and 2/3 October - 9-10.30am |

*Please note that the dates and times above are correct at time of going to print. Please check with any individual schools before you plan to visit.

Please tell us if you need this letter in another format

contacting the council:

minicom: 01782 236037 telephone: 01782 234234
text: 07786 200700 email: Enquiries@stoke.gov.uk

stoke.gov.uk