

**The person dealing with this matter is:**  
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[www.newcastle.gov.uk](http://www.newcastle.gov.uk)

Dear Parent / Carer

### **Changes to the Transfer and Reception waiting list processes**

We are writing to let you know about some changes which have been put in place for this year's applications for Reception and Transfers.

In previous years, children who are not allocated a place in their highest preference school have been automatically added to waiting lists for any school which was unable to offer a place. If we cannot offer a place in a higher preference school for a place in September 2025, you **must request to be added to a waiting list**.

We will also write to you to explain this when we send you your offer letter on national offer day, but you may find it different from other children who have applied for previously.

Please remember, to give the best chance of securing a place in a preferred school:

- Apply on-time (31 October for transfer applications, 15 January for Reception applications);
- Use all four preferences;
- Check <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place/how-reception-and-transfer-places-were> to see if you would have been allocated a place in previous years

If you would like any advice on your application, please contact the School Admissions Team on 0191 2787878 (lines are open weekdays 9.00am – 2.30pm, ask for School Admissions), or on [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk).

Regards

**Newcastle School Admissions Team**