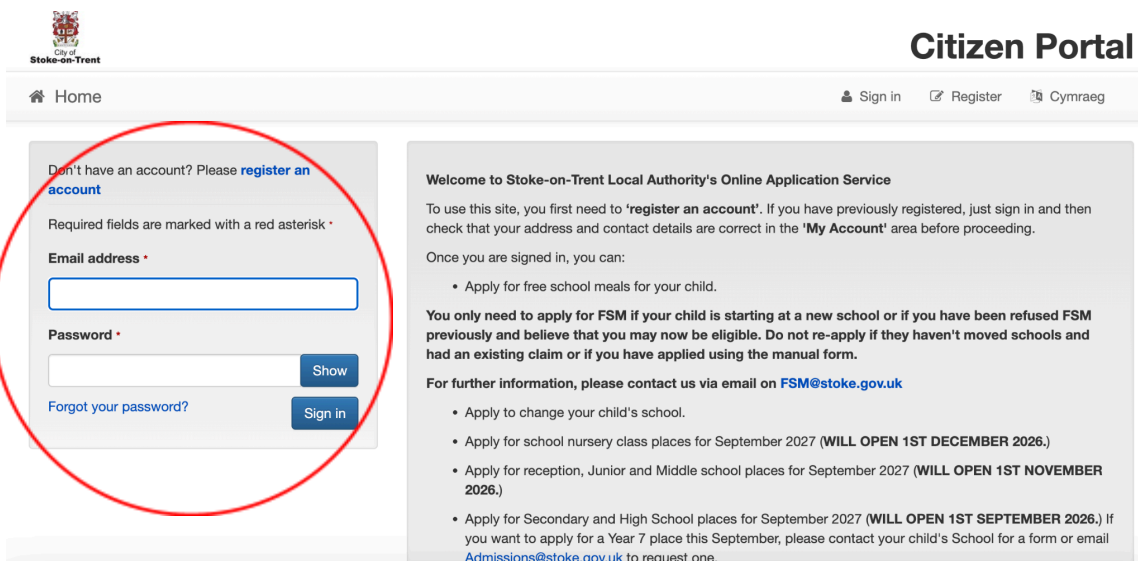


Applying for a place at secondary school

If you live in Stoke-on-Trent, you should visit the Citizen portal to apply for a place for your child in Year 7. https://admissions.stoke.gov.uk/CitizenPortal_LIVE/en

The application form is open from 1st September to 31st October each year.

If you've already got a Citizen Portal account, you should log in.
Otherwise, select register an account.



Stoke-on-Trent
City of

Home Sign in Register Cymraeg

Don't have an account? Please [register an account](#)

Required fields are marked with a red asterisk *

Email address *

Password *

Forgot your password?

Show Sign in

Welcome to Stoke-on-Trent Local Authority's Online Application Service

To use this site, you first need to 'register an account'. If you have previously registered, just sign in and then check that your address and contact details are correct in the 'My Account' area before proceeding.

Once you are signed in, you can:

- Apply for free school meals for your child.

You only need to apply for FSM if your child is starting at a new school or if you have been refused FSM previously and believe that you may now be eligible. Do not re-apply if they haven't moved schools and had an existing claim or if you have applied using the manual form.

For further information, please contact us via email on FSM@stoke.gov.uk

- Apply to change your child's school.
- Apply for school nursery class places for September 2027 (**WILL OPEN 1ST DECEMBER 2026.**)
- Apply for reception, Junior and Middle school places for September 2027 (**WILL OPEN 1ST NOVEMBER 2026.**)
- Apply for Secondary and High School places for September 2027 (**WILL OPEN 1ST SEPTEMBER 2026.**) If you want to apply for a Year 7 place this September, please contact your child's School for a form or email Admissions@stoke.gov.uk to request one.

Once you've logged in, select "School Admissions"

Welcome to the Citizens Portal

Below, you will see a range of services available to you. Please click on the service that you require to start the process. If you have not done so already, please remember to [check your address](#) before proceeding.

Please Note: For Transport applications received after the 3rd of August 2026 it cannot be guaranteed that travel assistance will be in place for September 2026.

Please Note: For FSM applications, you only need to apply if your child is starting at a new school or if you have been refused FSM previously and believe that you may now be eligible. Do not re-apply if they haven't moved schools and had an existing claim or if you have applied using the manual form

For further information or assistance, please contact us via email on FSM@stoke.gov.uk

Apply for SEND and Mainstream Transport Free school meals **School Admissions** Messages My family

If you have previously applied for a school place (eg at primary school), your child;s details will appear. Select "Start new application"

If you have not previously applied for a school place, select 'add child'.

Make a new application

Can apply now

 Joshua Example

Date of birth: 27/08/2013

School place offer published here

Actions

- [Start new application](#)

Back

Can apply now

 Keira Example

Date of birth: 30/09/2013

School place offer published here

Actions

- [Start new application](#)

Add child

Fill in your child's details

Add child

Add child

Required fields are marked with a red asterisk *

Forename *	<input type="text"/>
Middle name	<input type="text"/>
Surname *	<input type="text"/>
Sex *	<div>Please select</div>
Gender Identity	<div>Man / Boy / Male</div>
Gender Identity Description	<div></div>
Date of birth *	<div>dd/mm/yyyy</div>
Relationship to child *	<div>Please select</div>
Parental responsibility *	<div><div>☐ Yes</div><div>☐ No</div></div> <div>This is to confirm you have legal responsibility for this child.</div>

On the "Select a transfer group" page, click "Normal admissions - Secondary Admission"

Select a transfer group

To apply for admission to a school for the first time in September, for example, into the reception class in a primary or infant school, or year 7 in a secondary school, please choose the **Normal Admissions** button below.

If you are applying to move schools mid-year, perhaps because of a house move or other reason, please choose the **In-Year Transfers** button.

Please do not apply for school places on this site if your child has an Education, Health and Care Plan (EHCP). Instead, please email SENMAS@stoke.gov.uk for information about applying for school places.

Normal Admissions - Secondary 2027 Admission

In-Year Transfer application

Enter the name of your child's primary school. You can either search for the name or enter the school's postcode

Search below for the school your child currently attends

Select Karl's current school

Find your school

This is not the school you wish to apply for. This is the school where your child last attended. If you are new to the UK or you couldn't find the school, please press the search button then afterwards move down and click on the button labelled "Free Type Information". Please enter your information in the box provided and you will be able to go to the next page.

Schools located in

All local authorities

School Name (Tip: Part names give better results such as "EXC" for Excel Academy or "HAY" for Haywood Academy)

Postcode

Postcode

Search

Back

Next

On the next screen, you will be asked to enter your first choice of secondary school.

If you want your child to come to Co-op Academy Stoke-on-Trent, you must choose us as first place; for several years we have been full on first places and you will not be successful if you rank us lower.

Our school name is spelled Co-op Academy Stoke-on-Trent and the postcode is ST6 4LD.

Search below for the school you wish your child to attend

Find your school

To find the school you are looking for, search using the local authority and school name options or the postcode search facility using only the first part the school postcode e.g. ST1.

Schools located in

All local authorities

School Name (Tip: Part names give better results such as "EXC" for Excel Academy or "HAY" for Haywood Academy)

Postcode

Postcode

Search

Back

Once you've entered your first choice school, you will be asked about siblings. This means if your child has an older brother or sister who will still be at Co-op Academy when your child starts.

Preference reasons: Sibling

You will be asked to provide reasons for applying to **Co-op Academy Stoke-on-Trent** on the next pages

☐ Does your child have a sibling **who will still be attending** the school you are requesting when your child starts? Please look at your chosen School/Academy's admissions policy for their sibling definition and if so provide us with their details.

Back

Next

On the next screen, you will be asked if there are other reasons why you have selected Co-op Academy Stoke-on-Trent. You do not have to write anything here unless you want to.

Other reasons

If you have selected **Co-op Academy Stoke-on-Trent** you may tell us of any other reasons to support your application below.

Other reasons

Other reasons must be less than 3000 characters **3000** remaining

Back

Next

You will then have the option to add another school choice.

We suggest applying for at least 3 schools to be on the safe side.

Remember, if you want your child to come to Co-op Academy Stoke-on-Trent, you must choose us as first place; for several years we have been full on first places and you will not be successful if you rank us lower.

Your Preferred Schools

You can select up to 5 schools, and you can change your selection until 01/11/2026 02:00.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder
1	Co-op Academy Stoke-on-Trent	<div>EditRemove</div>

Click Here to Add Another Preference

BackNext

On the next page, you can upload any supporting evidence. This is not required.

Supporting evidence

Please upload any applicable evidence to support your application, such as Council Tax receipt, a Statement from your Bank, etc.

Types of files: docx, pdf, jpeg, jpg, bmp, doc, png

A maximum of 5 files can be uploaded. Each file cannot be bigger than 10MB

Choose Files...

Back

Next

You're ready to submit! You can choose to preview your application to make sure you haven't made any mistakes.

You can also choose how you want to receive your offer: the fastest way is to receive it by email, otherwise it will come via post and may be delayed.

Secondary school offer day is 1st March: this is when you will hear which school your child has been allocated

School place offer

If you choose to receive your school place offers by email, we will not send them to you by post
Your school place offers will also be available on this website on 01/03/2027

☒ **I would like to receive my offer of a school place by email**

Warning Check your email junk or spam folders if you do not receive an email from us on offers day

Preview application

Preview your application

[Preview](#)

Submit

Required fields are marked with a red asterisk *

You may still make changes until 01/11/2026 02:00 after you have submitted your application

Your application is ready to be submitted. You can submit your application now, or you can return to it and submit it later. You **must** submit it before 01/11/2026 02:00 to be sure a place will be allocated

* ☒ **The details provided are correct to the best of my knowledge, and I agree to the terms and conditions**

[Return later](#)

[Submit](#)

If you have any questions, please don't hesitate to be in touch with us using our phone number 01782882300 or email address stok-academy@coopacademies.co.uk

We look forward to hopefully welcoming your child to Co-op Academy Stoke-on-Trent!