

Children's Services
Admissions and Transport Team
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Derbyshire S41 8LJ

All Secondary, Junior and Primary Schools

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Ask for	Admissions and Transport Team
Our ref	SI-A-MW
Your ref	
Date	October 2021

Dear Headteacher

Transfer to Secondary Education-September 2022

We are writing to inform you that the problem with importing applications for Secondary Transfer 2022-23 has now been resolved.

We are now able to start the process of importing applications and secondary schools will shortly be able to see the number of preferences as they are recorded on the Admissions System by accessing the School Access Module (SAM).

Equally, primary and junior schools will be able to see the applications for their year 6 children as they are entered on the Admissions System by choosing the leavers option on SAM.

Due to the delay, the reminder letters for parents who have not yet applied will be sent directly to home addresses so that these can be issued closer to the closing date of 31st October once the backlog of applications has been cleared.

Please be assured that the problem we have experienced has not affected our public facing applications facility online or through Call Derbyshire. It also does not affect the closing date of midnight on Sunday 31st October for on-time applications to be submitted.

If you have any queries, please do not hesitate to contact the Admissions and Transport team by email at admissions.transport@derbyshire.gov.uk

Yours sincerely

School Admissions and Transport Team