



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

To All Secondary schools

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Email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)  
Ask for: Admissions & Transport Team  
Our ref: SI/A/MW  
Your ref:  
Date: November 2021

**PUBLIC**

Dear Headteacher

## **Transfer to Secondary Education September 2022**

### **Provisional Numbers**

The provisional number of applications for your school are now available on the Schools Access Module (SAM). The figures are broken down by preference rank. Please note that 2<sup>nd</sup> and 3<sup>rd</sup> preferences may be withdrawn if it is possible to offer a higher ranked preference for a child when the Coordinated Scheme is applied. Please note if you are a school which receives requests for out county children, not all requests have yet been received from neighbouring authorities so please regularly check SAM for your numbers.

### **Offering Additional Places**

In accordance with The School Admissions Code, if you are an Academy, Foundation or Voluntary Aided School and you decide you are able to admit above your Published Admission Number (PAN), we would be grateful if you will notify the team by email at [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk) of the number of places you are able to offer in your intake year for 2022-23.

If you are a Community or Controlled School and you feel you may be able to admit above your PAN for intake 2022-23, will you please inform us by email of the number of places you feel you can offer and we will take advice from our Development Team on this matter.

In both cases, please respond to this email by no later than **Friday 10th December**, to allow us to deliver our co-ordination responsibilities effectively.

Full details of the children to be offered places at your school on National Offer Day, 1 March 2022, will be available via SAM in February and we will contact you again when allocations are complete.

If you have any queries on the provisional number of applications for your school please contact the Admissions & Transport Team by email at [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

Yours sincerely

**School Admissions and Transport Team**