

To all Junior and Primary schools

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Ask for: Admissions & Transport Team
Our ref: SI/A/MW
Your ref:
Date: February 2025

Public

Dear Headteacher,

Transfer to Secondary Education – September 2025

The secondary allocation process for the Y7 intake in September 2025 is now complete. Details of where children from your School will be offered places on National Offer Day (3 March) are now available on the Schools Access Module (SAM) via SchoolsNet.

May we take this opportunity to remind you that this information must remain **strictly confidential** until National Offer Day to ensure that all parents receive the offer of a school place at the same time. All offers will be notified to parents on 3 March 2025. Parents who gave an email address on their application will be informed by email of the outcome of their application. Parents who applied on a paper form or gave no email address or made no application at all will be sent a letter second class on 3 March so please allow for these letters to be delivered.

The Authority will identify automatically entitlement to assistance with transport for those pupils residing in Derbyshire who will be attending their normal area non-denominational secondary school. Parents/carers of pupils assessed as entitled to assistance will receive a letter following the Easter holidays. The letters for the children attending your school who are eligible for transport under this assessment will be sent to you for distribution.

Any changes to the destinations of individual children will be notified via SAM. You are advised to check the "View Leavers" screen in Preference Statistics on SAM on a regular basis to ensure that you know the up-to-date information on each child's transfer destination.

If before a child transfers to secondary school in September you are informed of a change of address, please inform the Admissions and Transport Team immediately.

If you have any queries relating to the transfer process please call the Admissions Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk

Yours sincerely

School Admissions and Transport Team