

Minicom: 01629 533240
Telephone: 01629 537479
Email: admissions.transport@derbyshire.gov.uk
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 those children who will be offered places at your School 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 after 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.

You should be able to download the information as an ATF file and import it directly into your school's management information system - please contact the School Support Team on 01629 536789, should you require assistance with this. You may want to hold off from downloading the file until the majority of changes resulting from withdrawals and/or new offers are included. You do of course have the option to export the information into excel for class planning and mailing purposes etc.

If your school was undersubscribed your list may include some children for whom either none of their preferences could be met or no preference form was received. In accordance with the Coordinated Admissions Scheme, the Authority has allocated these children a place at either the normal area school (if places are still available) or the next nearest school with available places. Please note that children in these groups, along with those who have given your school as a 2nd or 3rd preference are more likely to withdraw from the place at a later stage. You

can see by using the magnifying glass option in Total Applications on SAM if any of the allocations for your school have not given you as their first preference. If you require further information on this, please contact the Admissions and Transport Team on 01629 537479.

In accordance with the School Admissions Code, the Authority will maintain the waiting lists for all schools until 31 December 2025 and will continue to offer places up to your Published Admission Number or agreed admission number. You will, of course, be notified of any changes (i.e. withdrawals and/or new offers) as they occur. Should you be approached by a parent seeking a place or notifying you that they wish to withdraw, please direct them to the Admissions Team who will deal with their request through the Coordinated Scheme.

The 1993 Education Act requires applications on behalf of pupils with Education Health Care Plans (EHC) to be dealt with separately, although still within the context of the school's Published Admission Number. We have been advised by the SEN Section that they are consulting on the appropriateness of your School for the pupils with EHC included on the list. Should you be aware of any children with EHC not included, please contact the Admissions and Transport Team. If at the end of the consultation process, the Local Authority does not intend to name your School on a pupil's EHC, any resulting available place will be re-allocated from the waiting list.

Parents unable to obtain a place at the school they want will be advised of their right to appeal against the decision to an appeal panel independent of the school and the Authority. Appeals can be made online via the [Apply for a school place webpage of the Derbyshire County Council website \(www.derbyshire.gov.uk/admissions\)](https://www.derbyshire.gov.uk/admissions) or alternatively appeal forms may be obtained by emailing admissions.transport@derbyshire.gov.uk or by calling 01629 537499. The closing date for appeals for decisions notified on 3 March 2025 will be Thursday 31 March 2025.

Schools which are their own admission authority should note that the School Admissions Code also requires admission authorities to publish their appeals timetable on their website by the end of February. Appeals received by 31 March 2025 must be heard by 16 June 2025.

The Authority will automatically identify 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 and if the child attends a Derbyshire junior/primary school, the letter will be sent via the child's current school.

If before a child starts your school in September you are informed of a change of address from the one shown on SAM, please inform the Admissions and Transport Team immediately.

If you have any other queries relating to the admissions process, allocation of places etc., please call the Admissions and Transport Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team