

All Junior and Primary Schools

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Ask for	Admissions and Transport Team
Our ref	SI-A-MW
Your ref	
Date	October 2023

Dear Headteacher

Transfer to Secondary Education - September 2024

The closing date for applications for children transferring to secondary education next September is fast approaching at **midnight on Tuesday 31 October 2023**.

During the week commencing 16th October, we will be sending reminder letters for parents where we have not yet received an application for the child's transfer to secondary education. These letters will be sent to the child's current school via the area mail and it would be appreciated if you would support the distribution of these letters and also consider texting the parents of the children in your current Year 6 to remind them of the need to make an application.

We strongly encourage parents to apply online at: www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx. It would be appreciated if you would publicise this facility at your open events. Parents without access to the internet should contact Admissions and Transport by ringing 01629 537479 for advice on how to make an application.

Our publication 'How to apply for a place at Secondary School – a guide for parents' is available online at www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx either in interactive format or as a PDF. Parents requiring a hard copy of the guide should contact the Admissions and Transport Team - details as above.

You will be able to check the applications for your year 6 children as they are entered on the Admissions System by choosing the leavers option on the Schools Access Module (SAM).

If parents wish to access independent advice or information on school admissions, they can contact the Children's Legal Centre at www.childrenslegalcentre.com or call the advice line on 0300 330 5485.

May we thank you for your assistance in anticipation of your support as we send out these reminder letters, this is much appreciated. If you have any queries on the process, please do not hesitate to contact the Admissions and Transport Team on 01629 537479 or email at admissions.transport@derbyshire.gov.uk

With best wishes

School Admissions and Transport Team