

Children's Services  
Admissions and Transport Team  
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All Junior and Primary Schools

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

Dear Headteacher

### **Transfer to Secondary Education - September 2024**

During the week commencing 4 September 2023 you will receive a supply of leaflets relating to the secondary transfer process.

I would be grateful if you will ensure that all Year 6 Derbyshire children without an Education Health Care Plan (EHCP) are provided with a copy of the leaflet to take to their parent/guardian. As in recent years we no longer send individual letters to all parents.

The leaflet summarises the application process and encourages them to make their application online. Applications open on 11 September 2023.

The following information is available at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

- ❖ Applying for your child's secondary school place 2024-25 -a summary
- ❖ How to apply for a place at Secondary School - a guide for parents

We prefer parents to apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions). It would be appreciated if you would publicise this facility and strongly encourage parents to make their application online. Parents without access to the internet should contact the Admissions and Transport Team by ringing 01629 537499 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/admissions](http://www.derbyshire.gov.uk/admissions) 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.

Parents of children with an EHCP are advised that the transfer of their child is dealt with via the annual review and an individual letter will be sent for you to give to parents. They are required to complete a SEN preference form which should be returned direct to the SEN Admin Section at County Hall.

With regard to out of county children, we have requested that the home authority forward appropriate transfer information. However, you will also be sent individual letters for these children advising parents to contact their home authority direct.

The leaflets must be issued to parents via the children during the week ending **Friday 8 September 2023**, together with the appropriate secondary school booklet, which you should have received direct from the school. If a Year 6 child is absent from school on Friday 8 September 2023, I would be grateful if you will post a leaflet to the parent's home. **The closing date for the submission of applications is midnight on Tuesday 31 October 2023.**

You will be able to see 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](http://www.childrenslegalcentre.com) or call the advice line on 0300 330 5485.

May we thank you for your assistance in this process which is always greatly appreciated. If you have any queries on process, please do not hesitate to contact the Admissions and Transport Team on 01629 537479 or email at [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

Yours sincerely

**School Admissions and Transport Team**