

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

All Secondary Schools

Tel	01629 537479
Ext	01629 537479
Fax	
Minicom	01629 533240
Email	admissions.transport@derbyshire.gov.
Ask for	Admissions & Transport Team
Our ref	SI-A-MW
Your ref	
Date	September 2023

Dear Headteacher

Transfer to Secondary Education - September 2023

Transfer information for all Year 6 pupils will be distributed during the week commencing 4 September 2023.

Parents will receive a leaflet summarising the application process and encouraging them to make their application online. Applications open on 11 September 2023.

The timescale for the September 2024 transfer process is available on SchoolsNet.

The following information can be viewed at 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. This document contains full information on the application process.

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

We will be using a new application service for parents to make their applications and parents will be directed to contact schools who have supplementary forms for information on completing these.

You will be able to see the number of preferences for your school as they are recorded on the Admissions System on the School Access Module (SAM).

Should you receive any enquiries direct from parents please refer them to Admissions and Transport Team - email admissions.transport@derbyshire.gov.uk or telephone 01629 537479.

Yours sincerely

School Admissions and Transport Team