



To: Parent/Carers of all Halton residents
Year 6 pupils

School Admissions Team
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Clare Fay 0151 5118601

September 2023

schooladmissions@halton.gov.uk

Dear Parent/Carer,

STARTING SECONDARY SCHOOL – SEPTEMBER 2024 ADMISSION TO SECONDARY SCHOOLS FOR HALTON RESIDENTS

As your child is due to transfer from primary to secondary school in September 2024, we are pleased to advise that the Admission to Secondary School 2024 booklet which explains the arrangements is now available online at [School admissions website](#)

It is highly advised that you read this booklet, and then complete the online application available at [School admissions website](#). If any of your preferred schools are in other local authority areas you will need to visit their websites for details on the admission policies and oversubscription criteria. If you are unable to apply online, then please email schooladmissions@halton.gov.uk, or drop into one of the Halton Direct Link Offices to obtain a form or call us on the numbers above.

The timetable for Secondary School admissions is as follows:

- | | |
|-------------------------------------|---|
| September 2023 | Admission to Secondary School booklet available online.
Online applications open |
| 31st October 2023 | Closing date for receipt of preference forms and online applications |
| 1st March 2024 | Notification of outcome of preference available online, to those who applied online, and letter posted to parents of paper applicants |
| 29th March 2024 | Closing date for submission of intention to appeal |

You should read the booklet carefully, and think about how your child's application will be considered against each of your preference school's oversubscription criteria before indicating that school as a preference. Failure to submit an application may result in the Local Authority being unable to allocate a place for your child at your preferred school.

It's all happening IN HALTON

School Admissions Team

PO Box 317, Runcorn, WA7 9BZ

Tel: 0151 5117271/8601 or Email: schooladmissions@halton.gov.uk

www.halton.gov.uk



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It is important that you make as many preferences as possible (up to the maximum of 3) to increase your chances of being offered a school of your preference. It is sometimes not possible to offer any of a parent's preferred schools and in these circumstances your child will be allocated a place at the nearest school with vacancies by the Local Authority.

However, this will not affect your right of appeal to an independent appeals panel against the decision not admit your child to your school(s) of preference and details on these procedures will be given to you at that time. If you require any further information please contact a member of the School Admissions Team on the telephone numbers above or by email.

Please note: There is no first-come-first-offered basis for applications. All applications received are considered against the oversubscription criteria for the school. The important thing to do is to make sure that you complete the online application, or submit a paper application form on-time, **before the deadline of 31st October 2023**. Failure to do so will result in your application being considered as late, and this may harm your chances of being offered the school you prefer. Schools will be holding open day/evening events over the coming months and you should contact your preference school(s) directly for further information.

If your child has an Education, Health and Care Plan (EHCP) you should contact your child's SEND Coordinator to discuss their transition to secondary level education and you **do not** need to make an application as this will be coordinated by the SEND Team.

If you've received this letter and your child does not live in Halton please contact your local authority for details on their scheme and make your application to your home local authority, even if you wish to make preferences for Halton schools.

Yours sincerely,

Halton School Admissions Team

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