

From: School Admissions, Directorate for Children's Services,
County Hall, Newport, Isle of Wight, PO30 1UD

Ref: AD05

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01 September 2022

TO: Headteachers of Primary Schools

Dear Colleague

TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2023

I enclose letters for the majority of your Year 6 pupils who are due to transfer to secondary school next year. Please distribute these letters as soon as possible as we need to comply with statutory timescales regarding School Admissions.

An information letter will be sent from the SEN team direct to parents / guardians of children with an Education, Health and Care Plan informing them of how they apply for a place at secondary school. If you do not have a letter for any of your non-statemented pupils, please let School Admissions know immediately. Similarly, if you have received a letter for a child who does not attend your school, please return this to us.

Applying for a school place using online school admissions service continues to prove popular with parents and we are encouraging as many applications as possible to be made this way. This approach has proved to be more effective and efficient for parents / guardians and the authority. The Educating Your Child booklet has been updated and a condensed guide for parents / guardians can be viewed or downloaded from our website at www.iow.gov.uk/schooladmissions. The online application system will open on **Friday 16 September 2022**.

If parents / guardians make you aware they are unable to complete an online form, please ask them to contact School Admissions.

The most important things parents / guardians need to remember are:-

- a) They must complete an application form or apply on-line and make sure that it is received by the Admissions Office, Children's Services Authority at County Hall (not a school) **by midnight on Monday 31 October 2022**. Applications received late, even a day late, will be considered after those received on time.
- a) Parents / guardians can write the name of three schools they would prefer their child to go to. The schools applied for must be listed in order of preference. If they do not include their nearest school as one of their preferences it may result in their child being allocated a place not of their preference and some distance from their home. If a supplementary information form is required this must also be completed and returned to the school **by the time stated in the relevant school/s admissions policy on Monday 31 October 2022**.
- b) Parents / guardians who applied online by the closing date will receive an email from the local authority on the **1 March 2023** notifying them of the school where a place has been allocated for their child. Letters will also be sent 2nd class on this day to those parents / guardians who did not apply online and those who will be receiving additional information.

Continued overleaf.....

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An advertising campaign will start shortly to raise awareness of the September 2023 School Admissions process.

If you or your staff have any queries, please don't hesitate to email us at school.admissions@iow.gov.uk or you can telephone us on 01983 823455.

Yours sincerely



Raquel Adams
Senior Business Support Officer
Admissions and Transport