



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

**School Admissions Team**  
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September 2020

[schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

Dear Parent/Carer,

## **TRANSFER TO SECONDARY EDUCATION – SEPTEMBER 2021 ADMISSION TO SECONDARY SCHOOLS FOR HALTON RESIDENTS**

As your child is due to transfer from primary to secondary school in September 2021, we are pleased to advise that the Admission to Secondary School 2021 booklet that explains the arrangements is now available at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions).

It is highly advised that you read this booklet, and then complete the online application available at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions). If you are unable to apply online, please email [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk) to request a paper copy of the application form or call us on the numbers above.

The timetable for Secondary School admissions is as follows:

- |                                     |   |
|-------------------------------------|---|
| <b>September 2020</b>               | Admission to Secondary School booklet available online.<br>Online applications open   |
| <b>31<sup>st</sup> October 2020</b> | Closing date for receipt of preference forms and online applications  |
| <b>1<sup>st</sup> March 2021</b>    | Notification of outcome of preference available online, to those who applied online, and letter posted to parents of paper applicants |
| <b>29<sup>th</sup> March 2021</b>   | 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.

Continued overleaf

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**School Admissions Team**

PO Box 317, Runcorn, WA7 9BZ

Tel: 0151 5117338/5117271 or Email: [schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

[www.halton.gov.uk](http://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. If the admissions authority is unable to meet your preference(s) 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 do not hesitate to contact a member of the School Admissions Team on the telephone numbers above.

**There is no first-come-first offered basis for applications**, as 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, **before the deadline of 31<sup>st</sup> October 2020**. 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.

Yours sincerely,

School Admissions Team

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