

Dear Parent/Carer

PUPILS TRANSFERRING TO SECONDARY SCHOOL IN SEPTEMBER 2018

You are now able to make your application for your child's admission to secondary school in September 2018.

Before making your application

It is very important that you read the 'Applying for a Secondary School Place September 2018' booklet which contains important information regarding the admissions process.

How to access the booklet

- You can view / download the booklet on the Authority's website at www.cheshirewestandchester.gov.uk/admissions
- Booklets will be available from 12 September 2017 and can be obtained by contacting the Authority on 0300 123 7039

How to apply

- You can apply on line at www.cheshirewestandchester.gov.uk/admissions. Of the secondary applications received for the 2017/18 academic year, **97.5%** were made online in Cheshire West and Chester. This service is now available for you to submit your online application until **midnight** on the closing date of **31 October 2017**. Please ensure you allow enough time before midnight to complete and submit the application.
- Alternatively you can complete a paper application form which can be obtained by contacting the Authority on 0300 123 7039. Please take into consideration when posting a paper application allowing enough time for the application to reach us by the closing date.

Important information

Please note the following:

- You must apply to Cheshire West and Chester Council **even if your preference is for a school in another English authority**
- If your preference is for a school which is outside England, you will need to contact the relevant authority
- Please note that you cannot state a preference for an Independent (Private) School on your Cheshire West and Chester application. You will need to contact the Independent School concerned direct
- The address you provide on your application must be the address at which your child is **currently resident**. Where it is found that a school place has been offered on the basis of the address provided being fraudulent or intentionally misleading, the place will be withdrawn. Proof of residency may be required, please see section 1 of the Applying for a Secondary School Place September 2018 booklet for full details.

All applications must be received by the closing date of **31 October 2017**. Forms received after this date will be considered as late applications which are processed after all on-time applications. Further information on how late applications will be processed can be viewed in the Applying for a Secondary School Place September 2018 booklet.

Before applying for a school place we urge you to consider how you will transport your child to school, taking into account any potential transport costs. Please be advised that school admissions and school transport policies are prescribed through different pieces of legislation. School admission applications are calculated using a straight line distance. School transport applications are assessed using an in-house GIS mapping system that measures the nearest available walking route. Travel assistance will only be offered to pupils attending their **nearest** qualifying school subject to the distance criteria i.e. transport will no longer be provided to the catchment school if there are nearer qualifying schools to the home address. For further information please visit www.cheshirewestandchester.gov.uk/schooltransport or call 0300 123 7039 and ask to speak to a member of the School Transport team.

Notification of the School Offered.

Only online applicants will be able to view their offer of a school place by accessing their online account on **1 March 2018** (please ensure to make a note of your password when setting up your account as we don't keep a record of users passwords, therefore you will not be able to access your account without it). Also, an email will be sent to those who have applied online, advising parents and carers of the school place offered and how to proceed.

Offer letters will be posted on **1 March 2018** to those who have applied using a paper application form which normally take 2-3 days to arrive.

If you have any further enquiries, please do not hesitate to contact the School Admissions Team by telephoning 0300 123 7039.

Yours faithfully



Janine Smart
Capital Development Manager