

My ref: Transfer to Secondary School
Contact: School Admissions Team
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/school-admissions



School Admissions Team
North Somerset Council
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Dear Parent/Carer,

Transfer to Secondary School in September 2025

Your child is due to transfer to secondary school in Year 7 in September 2025.

Applications open **by 12 September 2024** and close on the National Deadline **at 11:59pm on 31 October 2024**. Please ensure we receive your completed application before the National Deadline.

Any applications that are received before the National Deadline have a higher chance of being offered a place at their preference schools than those received after the National Deadline. This is due to the fact that schools are usually full after the first round of allocations.

Before you complete your application form, please read the Parents' Guide to Transferring to Secondary School, which will be available by 12 September at: <https://n-somerset.gov.uk/my-services/schools-learning/school-admissions/apply-school-place>. The guide details the oversubscription criteria for each North Somerset school, dates of further allocation rounds and information you will find necessary in order to complete your application.

You can submit your application on our online application service which is available at: <https://n-somerset.gov.uk/my-services/schools-learning/school-admissions/apply-school-place>. The online application service is secure, and you will receive an e-mail receipt once your application has been submitted. If you have previously registered on the online service, you can login using your existing e-mail address and password. Make sure that all details listed under 'My Account' are up to date, if you have moved address since you last made an application, update the address for you and your child(ren).

Alternatively, you can submit a paper application form, which will be available on the same website as above.

You can name up to three preferences on your application form, the schools can be inside or outside North Somerset. Using all three preferences will not reduce the chance of being offered a place at your first preference school. For more information, please read the Parent Guide referenced above.

Although most secondary schools in North Somerset operate with Catchment Areas, living in a Catchment Area will not guarantee you a place at a particular school. It will, however, give you a priority over children who do not live in the Catchment Area. To find out which Catchment Area your home address is in, please go to: www.n-somerset.gov.uk/secondarieschoolfqa.

Outcomes for on time applications will be available on 3 March 2025.

- If you applied online you will receive an email with your outcome.
- If you applied using a paper form (by post or by emailing a Word version of the application form to us) and included an email address you will receive an email with your outcome.
- If you applied using a paper form (by post or by emailing a Word version of the application form to us) and did not include an email address an outcome letter will be posted to you on 3 March by second class post and could take several days to be delivered.

Please check schools' websites for the details of open days/evenings.

If you have any questions regarding the application process, please check our website and the parent guide before contacting the School Admissions Team.

Yours sincerely

School Admissions Officers

School Admissions Team
North Somerset Council