



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

**School Admissions Team**  
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September 2021

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

Dear Parent/Carer,

## **TRANSFER TO SECONDARY EDUCATION – SEPTEMBER 2022 ADMISSION TO SECONDARY SCHOOLS FOR HALTON RESIDENTS**

As your child is due to transfer from primary to secondary school in September 2022, we are pleased to advise that the Admission to Secondary School 2022 booklet which explains the arrangements is now available online 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 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 for their schools. 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, visit a Halton Direct Link Office or call us on the numbers above.

The timetable for Secondary School admissions is as follows:

- |                                     |   |
|-------------------------------------|---|
| <b>September 2021</b>               | Admission to Secondary School booklet available online.<br>Online applications open   |
| <b>31<sup>st</sup> October 2021</b> | Closing date for receipt of preference forms and online applications  |
| <b>1<sup>st</sup> March 2022</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 2022</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

**It's all happening IN HALTON**

**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. 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 do not hesitate to contact a member of the School Admissions Team on the telephone numbers above.

**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 31<sup>st</sup> October 2021.** 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.

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,  
Paul and Yvonne

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