



Dear Parent/Carer,

Secondary School Admissions - September 2021

We are writing to let you know that if your child is now in year 6 it is now time to apply for their secondary school place for September 2021. Please note, it is your responsibility to apply for the school that you wish your child to attend.

You may be aware that the Department for Education recently advised Selective Schools to delay the date for their entrance exams until October. Due to this, the DfE also strongly advised Local Authorities to offer an additional preference to all Secondary admissions for September 2021 to allow those parents to be able to select a local school also. Swindon Local Authority has followed this guidance, and as such all those parents choosing secondary schools for their children for September 2021 will be able to select up to 4 preferences for this year only.

Please note that if you are choosing to apply for a selective school outside of Swindon, we strongly advise that you use the additional (4th) preference to apply for a local school to maximise your chances of obtaining one of your preferences. This will improve the chances of children being allocated to a school preferred by parents if the child is not able to be allocated a place in a selective school.

Parents are free to name any schools they wish and there is no requirement to name a non-selective school but parents should be aware that places are not held in reserve at any school in case children are unsuccessful with their preferences. The advice we give every year is for parents to consider naming the catchment or closest school to home as a preference so that there is a lower risk of not getting a preferred school and being allocated whichever happens to be the nearest available school with a vacancy.

Our website www.swindon.gov.uk contains a host of useful information to help you make an informed decision about which school you would like your child to attend. The application process will be available from 1st September 2020 until midnight 31st October 2020.

How do I apply for a school place?

Applying could not be easier. Simply complete the online application form which will be available on our website 24 hours a day 7 days a week at:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_admissions

Your first step will be to register your details and select a password if you do not already have a Citizen Portal account. You will then be able to make your application.

You will receive a notification by email that your application has been received. You can make changes to your application, including the preferences, up until midnight on the closing date of **31st October 2020**. If you return to your application at any time, simply to view it, or make changes, you must remember to complete the process and **re-submit the application**.

Any un-submitted applications will not be considered.

Before making an application please carefully read the School Admission Guide which can be found on our website at the address above. You will be asked to confirm that you have read and understood this guide before you submit your application.

If you do not have access to the internet at home, you can use a computer at most Swindon Libraries or come along to our Customer Service reception where you can complete the form on our self-service computers.

Key dates in the application process

You must submit your application **no later than midnight on the 31st October 2020**. This is the closing date. The online facility will also close on this date.

Offer emails will be sent out on the **1st March 2021**.

You must accept or refuse the place offered by the 15th of March 2021. (You will be sent instructions on how to accept your place in your offer email). Once you have accepted your child's place the school will contact you with further information.

If you would like any further information or assistance with the Admission process, the Admissions Team will be able answer any queries you have, please submit a general enquiry request via our website.

Yours sincerely

Admissions Team