

To parents
of pupils in Year 6

Cheshire East Borough Council
Children's Services
School Admissions Floor 5
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Date: September 2019

Our Ref: 2020/Sept Letter/SEC

Dear Parent

PUPILS STARTING SECONDARY SCHOOL - SEPTEMBER 2020

According to our records, your child is due to start secondary school in September 2020. I am therefore writing to inform you that the application process opened this year on 1 September. To apply, you need to complete your 'home' local authority's application form (i.e. the authority where you live), even if you plan to apply for a place in a school in another local authority. **It is very important to remember to submit your application by the closing date of 31 October 2019.**

Please Note: If your child has an **Education, Health and Care Plan (EHCP)** you will receive a separate letter from the Statutory Assessment Manager at Macclesfield Town Hall explaining the secondary transfer process. Therefore, please disregard this letter. If you have any queries, please contact the Statutory Assessment and Monitoring team by email to senteameast@cheshireeast.gov.uk, or by phone on 01625 378042.

Most Cheshire East residents choose to **apply online at www.cheshireeast.gov.uk**. Applying online is quick and easy. Feedback has shown that one of the main advantages is that you can view your offer online on the published offer date of 2 March 2020, rather than waiting for a letter to be received in the post. We would also suggest that you follow **@FISCheshireEast** on Twitter and / or Family Information Service (Cheshire East Council) on Facebook to receive general information and reminders throughout the process.

We would strongly advise you to apply for 3 schools. These should be ranked on your application form in order of preference. Most Cheshire East parents do receive their first preference school but if we are unable to offer your first preference school then we will seek to offer your second or third preference. All preferences are treated equally and no priority is given to applications simply because only one preference is given. If you are applying for a place at a faith school, you may need to complete a supplementary information form (SIF). These forms can be downloaded from our website or by contacting the school. Once completed, they should be returned to the school for the attention of the governing body.

If an application is received **after the closing date of 31 October 2019**, it will be considered late and processed after all on-time applications and can therefore be disadvantaged. Only in exceptional circumstances can we consider late applications alongside those received on-time. You must therefore provide reasons for consideration at the time of the application.

If there are any changes in circumstances that may affect your application, for example, a change of address please contact the admissions team as soon as possible.

Full details about the application process and information booklets are published online at www.cheshireeast.gov.uk . Parents are also asked to think about how their child will travel to school when making their preferences. Cheshire East is committed to working with schools to encourage pupils to walk, cycle, use public transport or car share where possible. For information about the Council's school transport policy and eligibility for families on low incomes, please visit our website at www.cheshireeast.gov.uk/schooltransport

If you do not have access to the Internet, or have an enquiry about the application process or school transport, please contact us on 0300 123 5012. The Family Information Service can also offer support with applications and run sessions at Children's Centres when staff are available to assist parents if needed. These will be advertised through social media or contact your local Children's centre.

Yours faithfully

School Admissions