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School Admissions Team  
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Please ask for/reply to: School Admissions

To parents of children living within the  
Borough of Croydon and transferring from  
Primary to Secondary School in September  
2016

Your Ref:

Our Ref: AD/NA/S16

Date: 1 September 2015

***(Parents living outside the Borough of  
Croydon must contact their own Local  
Authority for information on how to apply)***

Dear Parent/Carer,

### **Transfer from Primary to Secondary School 2016**

**Your son/daughter is now in Year 6 of primary education and therefore will be transferring to secondary school next September. You must submit your application setting out your preferences by the statutory closing date Saturday 31 October 2015. We strongly recommend that you submit your application online. The Secondary prospectus which is available at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions) gives information on Croydon schools and how to apply.**

The prospectus includes all the information you need to apply for a secondary school place including the admission arrangements which set out how places will be offered at each school. A list of secondary schools, which are located within three miles of Croydon's boundary, is also included. Before you complete your application for a school place, please take time to read the prospectus so that you can gain a full understanding of how to apply for a place.

We strongly advise that you apply online and a step-by-step guide on how to apply online is included in the prospectus and is also enclosed with this letter. There are many benefits of using the online application process:

- it is quick and easy and you can complete your application over several sessions
- you can submit your application and make changes to it right up until the closing date.
- you can attach documents to your online application in support of your application i.e. proof of address, medical letters...
- after you have submitted your application you will receive an email confirming receipt and details of your application
- you can see the results of your application from the evening of 1 March 2016

If you do not have internet access at home, you can use computers at Croydon Council libraries or Access Croydon at Bernard Weatherill House, with staff on hand to help. Paper application forms will only be given out in very exceptional circumstances. Please contact the school admissions team on Tel. 020 8726 6400 for more information.

You are advised not to make your application until you have attended the open days arranged by the secondary schools and you are sure about the schools you wish to apply to. The open days/evenings' timetable can be found on pages 8 – 9 of the prospectus and a secondary open days' leaflet is also enclosed with this letter.

You can apply for up to six schools including schools situated outside Croydon and you must list the schools in your order of preference. Limiting the number of schools you apply for will not increase your chances of securing an offer of a place at your first preference school. Please note that Independent (fee paying) schools are not included in the above arrangements.

In addition to making your application online to the Local Authority, some of the schools you apply for may require you to complete a supplementary information form (SIF). These forms are available at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions) and must be returned directly to the schools concerned. The SIFs seek information which is not collected on the online application but which is needed by the schools to enable them to reach a decision on your application. Croydon schools which require completion of a SIF are listed in the secondary prospectus (but see also individual schools' websites). For schools located outside Croydon, the information about which schools require you to complete a SIF can be obtained from the school(s) or the Local Authority in which the school is situated.

The deadline date for submission of your online application is **Saturday 31 October 2015**. All applications received by 31 October 2015 will be treated as on-time. After this date, applications will be classed as 'late' and will only be dealt with after the on-time applications have been processed, which is after 1 March 2016. Please refer to the paragraph titled 'Late applications' on page 17 of the prospectus for more information.

Offers of secondary school places at maintained schools throughout the country will be available to view online on **1 March 2016** and an outcome letter will also be posted to you on the same day. You will receive an email on 1 March 2016 when the outcome of your application is ready for you to view.

**Please note** that if your child is offered a place at your first preference school, you will not be sent a letter by post. You can access the result of your application as well as accept or decline your offer by logging into your eAdmission account or by downloading the Parent Comms App.

If you have any queries with regards to the arrangements for your child's transfer to secondary school, please contact us on Tel. 020 8726 6400.

Yours sincerely



**Niora Amani**  
**Admissions Manager – Secondary Phase**