

Parent/Carer of Year 6 Pupils

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Date: 2 September 2024

My Ref: adm.mc

Your Ref

Dear Parent/Carer

APPLICATION FOR TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2024

Your child is due to transfer to secondary school in September 2025. It is therefore essential that you make an application before the closing date of 31 October 2024. Application is easy through our website www.shropshire.gov.uk/schooladmissions

We recommend that you read the 'What to do now' information sheet along with the "Parents' Guide to Education in Shropshire" booklet, both of which are available on our website, which contain more detailed information.

If your address shown on this letter has changed or is incorrect, please contact the Admissions Team as soon as possible. A solicitor's letter confirming exchange of contracts, or a copy a tenancy agreement may be required to verify a new address. You must notify the Admissions Team of any change of address during the year.

You may be invited to attend open days/evenings at local schools with your child. However, such invitations to an open evening or "introductory day" or "taster day" through your child's primary school provides no guarantee that a place will be allocated to your child at that secondary school, whatever might be indicated by any member of the school staff.

National Offer Day is 3 March 2025, when parents will be informed of their allocated school.

Yours Sincerely

Shropshire School Admissions Team
school-admissions@shropshire.gov.uk
Telephone: 0345 678 9008

