



Federation Headteacher: Mr M Elcock
Federation Deputy Headteacher: Mrs E Bourner



Tuesday 17th September 2024

Secondary School Admissions for September 2025

Dear Parents/Carers,

I would like to remind you that secondary school applications for September 2025 opened on Monday 11th September 2024 and will close on **Thursday 31st October 2024**.

If your child is due to transfer to secondary school in September 2025, you need to apply for a secondary school place by the deadline. This applies to children born between Sunday 1st September 2013 and Saturday 31st August 2014, who are currently in Year 6.

How to Apply

You can apply for a school place online through the local authority's admissions portal. If you're unable to apply online, you can request a paper application form by completing the general enquiry form on the admissions website.

When Will You Receive Your School Offer?

If you apply for a secondary school place for September 2025, offers will be made on Monday 3rd March 2025.

- **Online applicants:** You will be able to view the offer in your admissions account from 8:30am on Monday 3rd March 2025. Additionally, an email with the offer will be sent to you.
- **Paper application applicants:** Offer letters will be sent by second-class post on Monday 3rd March 2025.

Please remember, you must accept or decline the school place offered to your child.

What If You Don't Receive a Place at Your Preferred School?

If admissions are unable to offer your child a place at one of your preferred schools, they will be allocated a place at the nearest school with availability. You will still need to either accept or decline this offer.

If your child is not offered a place at one of your preferred schools, they will automatically be added to the waiting list for that school. The waiting list will remain active until Wednesday 31st December 2025, and if a place becomes available, you will be informed.

Appeals

You also have the right to appeal if your child is not offered a place at one of your preferred schools. However, please be aware that not all appeals are successful. In the September 2024 secondary transfer round, only 55 of the 192 appeals in Norfolk were successful.

For more information on how to submit an appeal, please refer to the local authority's admissions website.

Key Dates:

- **Application Deadline:** Thursday 31st October 2024
- **Offer Date:** Monday 3rd March 2025
- **First Day of Secondary School:** Wednesday 3rd September 2025

I strongly encourage you to submit your applications before the deadline to ensure your child's transition to secondary school is smooth. If you have any questions or need help with the application process, myself or Mrs Bourner can support you.

If you have any questions, please don't hesitate to contact the school office.

Kind regards,

A handwritten signature in black ink, appearing to be 'M. Elcock', with a stylized flourish.

Mr M Elcock
Federation Headteacher