



Dear Parent/Carer,

### Secondary School Admissions - September 2022

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 2023. Please note, it is your responsibility to apply for the school that you wish your child to attend.

Our website [www.swindon.gov.uk](http://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 2022 until midnight 31st October 2022.

#### 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](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 **31<sup>st</sup> October 2022**. 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.

[https://www.swindon.gov.uk/downloads/file/6696/secondary\\_school\\_admissions\\_guide\\_2023](https://www.swindon.gov.uk/downloads/file/6696/secondary_school_admissions_guide_2023)

### **Key dates in the application process**

You must submit your application **no later than midnight on the 31<sup>st</sup> October 2022**. This is the closing date. The online facility will also close on this date.

Offer emails will be sent out on the **1st March 2023**.

You must accept or refuse the place offered by the 15<sup>th</sup> of March 2023. (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 to answer any queries you have, please submit a general enquiry request via our website.

Yours sincerely

Admissions Team