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20th September 2022

**High School Admissions**

Dear Parents or Carers,

Please apply for your child’s high school place on the Blackburn with Darwen website:

<https://blackburn.gov.uk/schools-and-education/school-admissions>

Ensure that you record a first, second and third choice of school. Try to visit the schools for their open day events over the next month.

**Important dates -** Secondary school admissions timetable 2023/24

**1 September 2022**: Round opens for secondary school applications. Parents/carers can apply for a school place

**31 October 2022**: Closing date for secondary school applications. Applications must be submitted to the local authority by this date to be considered as ‘on time’ along with all supporting evidence.

**27 January 2023**: Deadline for notification of exceptional change in circumstances. Any information received by this date will be considered for the initial allocation of school places, for example, change of address, change in circumstances, and reasons for the local authority to consider a late application/change of preference as on time. Any information received after this date cannot be included in the initial allocation of school places, however it will be considered later in the process following the 1 March 2023.

**1 March 2023**: National offer day for secondary school places. Parents/carers who applied online can view their offer on the online parent portal. Letters notifying parents/carers of the school at which a place has been offered will be emailed out to those who applied online or sent by post to parents/carers who applied using the paper application form.

**15 March 2023**: Deadline for parents/carers to accept or decline their offer of a place. Parents/carers who applied online will need to log onto the online parent portal to accept their offer of a school place. Those who applied by post will need to call the School Admissions Team.

**31 March 2023**: Closing date for appeals. Appeals received by this date will take place in May/June 2023.

Should you have any difficulties in completing the High School Admissions for your child, please contact the school for assistance to be arranged.

Many thanks,

Yasmeen Abbas and Andrew Burcher