

School Admissions Team
Bayard Place
Peterborough PE1 1FB

September 2016

Dear Parent or Carer,

Re: TRANSFER TO SECONDARY - YEAR 7 APPLICATIONS FOR SEPTEMBER 2017

I write to inform you about the process for applying for a year 7 (secondary) place for your child for September 2017.

All Year 7 school applications for 2017/18 must be completed online and you can apply anytime from 12 September 2016. Also, the secondary admissions booklet is available on our website. However if you would like a hard copy of the booklet, you will be able to collect one from the council offices at Bayard Place, Broadway, Peterborough from Friday this week.

To complete an application and or to read the booklet, please visit our website:

www.peterborough.gov.uk/admissions

You need to locate the ENROL system on our website to create an account in your name and then add in the details of your child and your school preferences. You should be able to do this from any computer, tablet, smartphone or ipad.

The benefits of the on-line system are:

- a more secure process
- email acknowledgement of the submission of your application – no more paper forms going astray. Please note, that if you go back into your application you **MUST RE-SUBMIT** your application
- help on-line for each question
- on allocation day you can access your account (or an email may be sent) to let you know the school you have been allocated – this facility opens at 12.30am on allocation day.

The most important factor in applying for your child's school place is to make sure that your application is made on time. **The closing date for application is 31 October 2016.** If your application is late, it will not be dealt with until all on-time offers have been made; and with the numbers of children seeking a school place growing every year, the first allocation will fill most of our schools leaving you limited options in where you will be able to find a place.

Our advice in considering your preferences is as follows:

- Consider how your child would meet the oversubscription criteria for the schools you are considering – is it likely that you would get a place? e.g. are you living in the catchment area for the school? Do you have another child at the school?

- Use your three preferences and be realistic about your preferences.
- We do not provide transport to school (except in extreme circumstances and you must be living more than 2 miles from the school) so consider how your child would get to school.

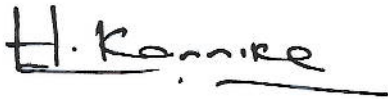
Please be aware that the Admissions Team deal with a very high volume of enquiries and it is often difficult to reach us on the phone. However, we aim to reply to all emails within 10 working days. Our email address is: admissions@peterborough.gov.uk

Once again a few important reminders:

- DO NOT MISS THE DEADLINE – 31 OCTOBER 2016
- REMEMBER TO FINALLY SUBMIT YOUR APPLICATION – especially if you go back in to amend anything

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink that reads "H. Kannike". The signature is written in a cursive style with a horizontal line underneath.

Henry Kannike
Interim Admissions Manager