



To: The Parent/Carer of:
All Year 6 Pupils

schooladmissions@halton.gov.uk

13th September 2018

Dear Parent/Carer,

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL – SEPTEMBER 2019

As your child is due to transfer from primary to secondary school in September 2019, I am pleased to inform you that the Halton Borough Council’s ‘Admission to Secondary School Booklet 2019’ is now available online. You must read this booklet before you apply online at www.halton.gov.uk/schooladmissions

The timetable for Secondary School transfer is as follows:

September 2018	Booklet containing admission arrangements available online. Online applications open
31st October 2018	Closing date for receipt of all applications
1st March 2019	Parents to receive notification of outcome of preference
31st March 2019	Closing date for lodging appeals

You **MUST** apply by the closing date of **31st October 2018**.

Failure to apply by **31st October 2018** may result in the Local Authority being unable to allocate a place for your child in the school(s) you have expressed a preference for and if the Local Authority is unable to meet your preference(s) your child will be allocated a place at the nearest school with vacancies. However, this will not affect your right of appeal to an independent appeals panel against the decision not to admit to your school(s) of preference.

Yours sincerely,

School Admissions
Halton Borough Council

It's all happening IN HALTON

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