Dear Parent

Admission to Secondary School September 2019

Your child will be transferring to secondary school in September 2019. In September 2018 you will have the opportunity to express a preference for your preferred secondary school.

The process for applying for school places:

- Please read the ‘Guide to Education Services 2019’ which will provide information on how school places are allocated by the Local Authority. This is available on flintshire.gov.uk/schooladmissions.
- Visit the schools in which you are interested. All schools have open days/open evenings and the dates are available on the school websites.
- Complete the on-line form available on flintshire.gov.uk/schooladmissions.
- Please be aware of the timetable for applying for school places.

It is recommended that together with visiting your preferred schools and looking at their prospectuses you read carefully the ‘Guide to Education Services 2019’ which is produced by the Local Authority before completing your application form.

The Guide will be available on flintshire.gov.uk/schooladmissions. The Guide gives details of the oversubscription criteria and the school transport policy. If you are not applying for your nearest school it is important that you check how your child will get to school as there have been changes agreed recently to public service buses. Please contact schooltransport@flintshire.gov.uk.

The on-line application form will be available from September 10th 2018. You will then have 9 weeks in which to apply. It is not 1st come 1st served. You therefore do not need to apply as soon as the applications are available. We have a closing date of 9th November 2018 and all applications must be received by that date. Late applications will be considered after those received on time. You have the opportunity to apply for more than one school in order of your preference. Putting the same school on the form multiple times does not mean you have more chances of a school place it will only count as one application.

It is the Local Authority who organise the admissions process and all applications are considered using the oversubscription criteria detailed in the ‘Guide to Education Services 2019’. All applications are then considered using exactly the same method. All schools have their own prospectuses and these gives details on how the school is organised and what is on offer for the students but it is the County Hall, Mold. CH7 6ND
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local authority who allocate school places according agreed oversubscription criteria which is consulted upon and agreed by the Council each year.

When you complete the online application form at flintshire.gov.uk/school admissions you will receive a reference number this will confirm the application has been submitted successfully. This reference number can then be quoted in the event of a query. If a reference number is not received please submit again. The reference number is your guarantee that the application has been submitted. Please be sure you complete an application form as in previous years parents have found they have completed an enquiry form rather than the application form.

All the information will be available on our website from September 10th 2018

The timetable for secondary school admissions is as below:-

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<th>Admission forms available to parents</th>
<th>Parents’ consideration period</th>
<th>Closing date for receipt of forms</th>
<th>Allocation places period</th>
<th>Parents informed by:</th>
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Please be aware of the closing date. Any applications received after this date will result in these applications being considered after those received on time. In past years this has resulted in students not being offered places at their nearest school. This leads to distressed parents and students it is therefore essential to apply before the closing date.

Yours sincerely

Christine Roberts
Secondary School Admissions