



Department for Children, Adults and Health

All Parent/Carers of Year 6 Children

Date: September 2019  
Your Ref:  
Our Ref: Bulk Secondary  
Enquiries To: Contact Centre  
Tel: (01454) 868008  
Fax: (01454) 868420  
Email: CIS@southglos.gov.uk

Dear Parent/Carer

## TRANSFER TO SECONDARY EDUCATION IN SEPTEMBER 2020

Your child is of age to transfer to a secondary school next September. From 12 September 2019, if you live in South Gloucestershire, you will be able to apply for a place online at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions). The online application system is secure and simple to use.

If you have already registered on our Citizen Portal, you can simply log on using your original email address and password. Before completing the application, please check your details in 'My Account' to ensure they are up-to-date and accurate. If you have changed your email address since you registered, you will need to log on using your original email address and then change your email address using the option in 'My Account'.

The on-line form may ask for your Council Tax Reference Number and a UID number; please note that this is not essential information and does not have to be entered in order to complete your on-line application form.

We strongly recommend that you read the parent guide 'Admission to Secondary Schools in South Gloucestershire', which is available on the website **before submitting your application**. The guide details the geographical area(s) that schools serve, the oversubscription criteria and other information to help applicants.

Once you have completed and submitted an on-line application form you will receive an email to confirm that your application has been received. Amendments can be made to your online application up to the closing date of but it is very important to remember to re-submit your application each time you access the form even if you do not make changes.

If you would prefer to apply using a paper application form, this can be downloaded from the website.

**If you are resident outside of South Gloucestershire you will need to apply through your home Local Authority, regardless of the location of your preferred school(s).**

The closing date for the submission of applications is 31 October 2019.

Please contact schools directly or look at their websites for details of open evenings, etc. If you would like further information or advice about the admission arrangements, please contact us.

Yours sincerely

John Phillips  
Admissions & Transport Manager