



To The Parent/Carer

Please ask for: **Admissions Section**
Customer Services: **0344 800 8020**
Email: admissions@norfolk.gov.uk
Date: **September 2023**

Dear Parent/Carer

Transfer to Secondary School – September 2024

Your child is due to transfer to secondary school in September 2024 and it is now time to make your application.

- You are entitled to express up to 3 preferences of school and we encourage you to check the rules used to allocate places at your preferred school(s). This information is available on the County Council's website and the individual school websites.
- Most secondary schools in Norfolk are academies and therefore the Academy Trusts or the governing boards are responsible for the decisions made on admission applications using the published admission rules to prioritise these. The County Council co-ordinates applications for children living in Norfolk.
- Details of your catchment school(s) can be found on our website at www.wherelive.norfolk.gov.uk but not all schools have a defined catchment area and not all give priority to children living in a catchment area.
- The easiest way to apply is online at www.admissionsonline.norfolk.gov.uk or you can contact our Customer Service Centre and request an application form.
- Please read the enclosed leaflet before selecting your preference(s) and read full admissions information at: www.norfolk.gov.uk/schooladmissions.
- You should not complete a paper application if you apply online.
- Please consider how your child will get to school. Transport is only provided to your nearest, or nearest catchment school subject to distance. You can contact our Customer Services Centre for additional information or read the full transport policy on the Council's website www.norfolk.gov.uk/education-and-learning/school-and-college-transport
- It is important that you **make an application by 31 October 2023**. Late applications have a lower priority than applications made on time.

If you require any further information, please contact our Customer Service Centre on 0344 800 8020.

Yours sincerely

Eric Clarke
Admissions Manager

You can apply online at www.admissionsonline.norfolk.gov.uk