

All Parent/Carers of Year 6 Children

Date: September 2023  
Your Ref:  
Our Ref: Bulk Secondary  
Enquiries to: Contact Centre  
Section: Admissions and Transport Team  
Tel: (01454) 868008  
Email: [AdmissionsAndTransport@southglos.gov.uk](mailto:AdmissionsAndTransport@southglos.gov.uk)

Dear Parent/Carer

Your child is of age to transfer to a secondary school next September. From 11 September 2023, 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; 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 not to use the Citizen Portal an application form can be downloaded from the website.

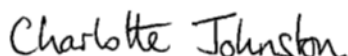
**If you are resident outside of South Gloucestershire you will need to apply through your home Local Authority, regardless of the location of your preferred school(s).**

The closing date for the submission of on time applications is 31 October 2023.

**If your child has an EHCP (Education, Health and Care Plan) please contact your EHCP co-ordinator or school SENCO, as you will need to follow a different process.**

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.

Regards



Charlotte Johnston  
Admissions and Transport Manager