

Cheshire East Borough Council
Children and Families Service
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To parents of pupils in Year 6

Date: September 2024

Our Ref: 2025/Sept Letter/SEC

Dear Parent

PUPILS STARTING SECONDARY SCHOOL - SEPTEMBER 2025

According to our records, your child is due to start secondary school in September 2025. I am writing to inform you that the application process opened on 1 September. To apply, you need to complete your 'home' local authority's application form (i.e., the authority where you live), even if you plan to apply for a place in a school in another local authority. **It is very important to remember to submit your application by the closing date of 31 October 2024.**

Please Note: If your child has an **Education, Health and Care Plan (EHCP)** you should have received a separate letter from the SEND Team explaining the secondary transfer process. Therefore, please disregard this letter. If you have any queries, please contact the SEND team by email to senteameast@cheshireeast.gov.uk.

Most Cheshire East residents choose to **apply online at [Parent Portal: Home \(cheshireeast.gov.uk\)](https://parentportal.home.cheshireeast.gov.uk)**. Applying online is quick and easy. Feedback has shown that one of the main advantages is that you can view your offer online on the published offer date of 3 March 2025, rather than waiting for a letter to be received in the post. We would suggest that you follow [@CE_Admissions](https://twitter.com/CE_Admissions) or [@FISCheshireEast](https://twitter.com/FISCheshireEast) on Twitter and / or Family Information Service (Cheshire East Council) on Facebook for information and reminders.

We would strongly advise you to apply for 3 schools. These should be ranked on your application form in order of preference. Most Cheshire East parents do receive their first preference school but if we are unable to offer your first preference school then we will seek to offer your second or third preference. All preferences are treated equally, and no priority is given to applications simply because only one preference is given. If you are applying for a place at a faith school, you may need to complete a supplementary information form (SIF). Please check the school website for information about this or contact the school.

If an application is received **after the closing date of 31 October 2024**, it will be considered late and processed after all on-time applications and can therefore be disadvantaged. Only in exceptional circumstances can we consider late applications alongside those received on-time. You must therefore provide reasons for consideration at the time of the application.

If there are any changes in circumstances that may affect your application, for example, a change of address please contact the admissions team as soon as possible.

Full details about the application process and information booklets are published online at [Application process for starting school in September \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk) . Parents are asked to think about how their child will travel to school when making their preferences. Cheshire East is committed to working with schools to encourage pupils to walk, cycle, use public transport or car share where possible. For information about the Council's school transport policy and eligibility for families on low incomes, please visit our website at [School transport \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk) .

If you do not have access to the Internet or have an enquiry about the application process or school transport, please contact us on 0300 123 5012. The Family Information Service offer support with applications.

Yours faithfully

School Admissions