

To the Parent/Carer of:

1 September 2020

Dear Parent/Carer

**Transfer to Secondary Education Year 6/7 - September 2021**

Our records show that your child is due to start Secondary Education in September 2021. In order to secure a place in a secondary school for your child it is necessary for you to make an application for a school place.

Applying for a school place for your child is very easy. Applications are made through the online admissions system used by The City of Wolverhampton Council, this includes any application for The Royal School, Wolverhampton and Thomas Telford University Technical College, Wolverhampton (formally West Midlands UTC). Thomas Telford University Technical College, Wolverhampton is now accepting applications for Year 7.

**The online application system will be open from 9 September 2020.** You are allowed to express up to five preferred schools. Due to the popularity of Wolverhampton schools I would encourage you to use all five preferences.

Important information about Wolverhampton schools and the admission processes are contained in the 'Secondary Education in Wolverhampton' booklet which is available online at the School Admissions website - [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions). It is vital that you read the booklet carefully, it will help you make an informed decision about which schools you wish to express preferences for.

When making your application you should include any school for which you wish to express a preference, including any schools that are situated outside Wolverhampton but not any independent, fee paying schools or Thomas Telford School.

The following Wolverhampton Schools require you to complete a Supplementary Information Form as well as completing the online application form: Our Lady & St Chad Catholic Academy, S.Peter's Collegiate Church of England School, St Edmund's Catholic Academy, The King's Church of England School and The Royal School, Wolverhampton. The Supplementary Information Forms can be downloaded from the School Admissions website, they must be completed and returned directly to the school. The forms are used by the schools' governors to decide which children they can offer places to. Further details can be found in the 'Secondary Education in Wolverhampton' booklet.

The online application system will be open from 9 September 2020. To help make applying even easier, your child has a unique identifying number (UID). Once you have registered on the online system, you will be asked to enter your child's UID, this will pre-populate the basic details of your application.

**Your child's UID is:**

**Please note that the deadline for applications is 31 October 2020. Applying after this date will jeopardise your chances of gaining a place in your preferred school.**

You will receive an email confirmation once you have successfully submitted your application. You are able to edit and resubmit your application up until the deadline date of 31 October 2020. You may be required to provide evidence to support your application, for example if you are moving house or are making a claim on medical or social grounds. Any supporting evidence should be sent directly to the Admissions and Appeals Section at the Civic Centre.

You will be notified of your child's school place allocation on 1 March 2021. You will be able to view the allocation through the online application system, and you will also receive an email containing your child's allocation details.

If you require any assistance with your application, advice and support is available to you either by emailing [School.Admissions@wolverhampton.gov.uk](mailto:School.Admissions@wolverhampton.gov.uk) or by calling School Admissions and Appeals on 01902 551122.

Yours Sincerely

*School Admissions*

Email: [School.Admissions@wolverhampton.gov.uk](mailto:School.Admissions@wolverhampton.gov.uk)

Direct: 01902 551122