

September 2023

The parent/carer of a Year 6 pupil

Dear Parent/Carer

Transfer to Secondary School in September 2024

As your child is due to transfer to secondary school in September 2024, you can apply for a Year 7 place online at: www.westmorlandandfurness.gov.uk **The online application system [Citizen Portal] will be available from Wednesday, 6 September 2023.**

There are several benefits of applying online, including:

- it's quick and easy.
- you will receive an acknowledgement by e-mail that your application has been submitted.
- you can find out which school your child has been allocated by 9am on 1 March 2024.

Please see the leaflet "Moving from primary or junior school to secondary school in September 2024" for further information.

If you are an existing user of the Citizen Portal, it is important that you check that your own personal details, in particular the address details, are correct and up to date, as well as those of your child.

If you are unable to apply online, you can still apply using a paper form (SA3). You can download this from the website or alternatively you can contact the School Admissions and Appeals Team to request a copy.

Important information about schools and the application process is contained in the booklet 'Transfer to secondary school in Westmorland and Furness – September 2024'. Please read this before applying. You can download a copy of the booklet at www.westmorlandandfurness.gov.uk or ask for a paper copy from the School Admissions and Appeals Team.

You must submit your application by 31 October 2023. If your form is late, it may seriously affect your chances of being allocated a place at one of your preferred schools.

Yours faithfully

School Admissions

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T. 0300 303 8144 E. school.admissions@westmorlandandfurness.gov.uk

[Westmorlandandfurness.gov.uk](https://www.westmorlandandfurness.gov.uk)