

My ref:
Your ref:

Date: 18 October 2018

Contact: Admissions Team
Direct 0345 045 1370
Fax no: 01223 727941
E Mail: admissions@cambridgeshire.gov.uk



To:
Parent / Guardian of a Year 6 Pupil

**Learning Directorate
0-19 Place Planning and Organisation Service
Admissions Team**

Box OCT1221
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Dear Parent / Guardian,

SECONDARY TRANSFER 2018

As the parent or guardian of a child currently attending a Year 6 class you will, no doubt, be thinking about the next stage of your child's education – their transfer to a Secondary School at the start of the next academic year.

The Admissions Team are currently accepting applications for places in the September 2018 Year 7 intake. As there is no automatic transfer from Primary School to Secondary School, you will need to make an application for your child's secondary school place; this must be received by the Admissions Team on or before the national closing date of **31 October 2017**.

If you do not submit an application you will not be offered a school place.

You can submit your application online, and find copies of our "Next Steps" guidebook for parents or guardians at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/secondary-school/>

Printed copies of the booklet and application form are also available from the Admissions Team upon request.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "A. Brown", with a long horizontal line extending to the right.

Alexander Brown
Admissions Officer.
(Transitions).