

Tel: 0118 974 6000
Email: schooladmissions@wokingham.gov.uk
Date: 08/09/2023



**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

P.O. Box 156

Shute End, Wokingham

Berkshire RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6135

Dear Parent/Carer

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2024

We are pleased to confirm that the process for applying for Secondary School opens on Tuesday 12th September 2023. As you are aware, your child is due to start secondary school in September 2024. Considering a secondary school for your child is very important and you will find information on our website that will help you through the process.

You are only able to submit one application for your child and this must be done through their home authority (You must use your child's main home address). You will be able to list out of borough and grammar schools amongst your preferences. If you are planning on sending your child to an Independent/private school, please apply to the school directly and only notify us when they have been offered and you have accepted the place.

We recommend applying through our Citizen's Portal, it is user friendly and will enable you to receive an offer email on National Offer Day (Friday 1st March 2024). If you already have a Citizen Portal account, prior to completing your child's application, it is important that you check that your personal details are up to date.

If you apply using a paper application form, you will be sent the result of your application by Royal Mail. Parents who submit an on-time paper application form will have their offer letter posted on National Offer Day. We are unable to give results out over the telephone.

The Parent's Guide will be available on the website when the process opens on 12th September.

You will also find copies of the schools full Admissions Arrangements 2024/25, and historical data regarding last year's allocations. We recommend checking the Admissions Arrangements of all preferred schools, and if you are applying for an out of borough school, we recommend reading the Parent's Guide and Arrangements of their Local Authority.

If you have any questions or need more advice you can contact Wokingham Borough Council Admissions Team by email schooladmissions@wokingham.gov.uk or by phone on 0118 974 6000. If you are unable to access or complete an application online, then please let us know.

For home to school transport questions please refer to the School and College Transport page on our website: [School and college transport \(wokingham.gov.uk\)](http://School and college transport (wokingham.gov.uk)) or telephone 0118 974 6000.

If you are reading this letter, because it has been sent to you by your child's Wokingham Borough school, and you live in another borough, please use their online application process. You will still be able to apply for our schools.

OFFICIAL

If your child has an Education and Health Care Plan, then their secondary transition will be dealt with by our SEN team as part of your child's annual review. For general enquiries regarding the Wokingham SEN service please visit: <https://wsh.wokingham.gov.uk/learning-and-teaching/sen/>

If, however, your child is under assessment for an EHCP please submit an application to ensure your child is included in the process.

The closing date is Tuesday 31st October 2023 and thereafter all applications received will be deemed as "late" and will not be considered until after National Offer Day (01/03/2024).

We look forward to receiving your applications and hearing from you if you have any queries.

Yours sincerely

School Admissions Team

Children's Services
Wokingham Borough Council