



monmouthshire
sir fynwy

Cyngor Sir Fynwy, Neuadd y Sir,

Y Rhadyr, Brynbuga, Sir Fynwy
NP15 1GA

Monmouthshire County Council

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www.monmouthshire.gov.uk

Date/Dyddiad: 21/09/2020

Dear Parent/Carer,

ADMISSION INTO SECONDARY SCHOOL - SEPTEMBER 2021

We note from our records that your child will be eligible to transfer from Primary to Secondary School in September 2021. In order to secure a place for your child at Secondary School in September 2021, you are required to make an application detailing the preferred Secondary Schools for your child.

How do I apply?

Applications must be completed by the person holding parental responsibility for the child concerned.

Monmouthshire County Council has an [online admission application system](#), which is available for you to use when making your child's application. The system enables you to view and amend your child's application up until the closing date of **25th November 2020 at 12 midnight**.

Due to the coronavirus outbreak and restrictions that are currently in place, we would urge you to use the on-line system. However, if this is not an option you can complete a paper application form as a last resort. Please contact us on the telephone number or email address at the bottom of the page so we can discuss this further.

Application Process

Before making your application, please take some time to study the "[Starting School Booklet 2021-22](#)" which contains all of the key information in relation to your child's admission to Secondary School. You are also encouraged to study the [guidance notes](#) as well as our [School Admission Policy 2021/22](#). Alternatively, you can request a copy of the Starting School Booklet 21/22 using the contact details at the bottom of this letter.

The School Admission Code of Practice gives parents the right to express a preference for their child to be admitted into any school maintained from public funds. You are invited to express up to three preferences, which will be considered equally in line with the Authority's oversubscription criteria. In the event that one or more of your preferences can be met, the highest ranked preference as detailed on your application form will be allocated. **You are strongly advised to include more than one preference on your application, as you will be disadvantaged over other applications if you do not.** For details of Monmouthshire Secondary Schools, please refer to the Starting School Booklet 2021/22.

When do I need to complete my application?

The application process is open now; you **must** submit your application to us **prior** to the closing date of **25th November 2020 at 12 midnight**.

If you do not apply by this deadline, your application will be determined as late. This means that all applications submitted together with supporting documentation by **midnight on 25th November 2020** will be dealt with first, which may result in all available places at the school of your choice being

allocated before your application can be considered.

How do I know if you receive my completed application form?

All applications submitted using the online application system will receive an automatic acknowledgement to your preferred email account, confirming that we are safely in receipt of your application. For those who choose to complete and return a paper application form, you will receive an acknowledgement within 7 working days of receipt. If you have submitted an application but have not received an acknowledgement letter from us within this timeframe, please contact us using the details below. ***Please be aware that it is your responsibility to ensure that your application is received by the Access Unit within the necessary timescales.***

When will I be informed whether my child has been allocated a place at my preferred school?

Parents will be informed of the result of their applications by the **1st March 2021**.

Application process to attend a school outside of Monmouthshire

If you wish to apply for your child to attend a school outside of Monmouthshire, you must continue to apply to Monmouthshire Local Authority, by either using the online application system or alternatively by requesting an application form. We will then liaise with the relevant Authority regarding this preference.

Important: If you wish for your child to attend a school that resides in Newport Local Authority, they request that you apply directly to their school admissions team. Please can you contact them directly to request an application pack. ***We strongly advise you to complete and return a Monmouthshire application to advise us of your preference for a Newport school, and include any other schools (in order of preference) that you would like us to consider.***

Similarly, if you wish to apply for a place at a **Voluntary Aided / Independent School**, you will need to apply directly to that school. However, we would also urge you to complete a Monmouthshire application form with details of your alternative school preferences.

I trust you will find the information enclosed in this letter together with the information on our website very useful when choosing your Secondary school; however, should you require any further assistance please contact a member of the Access Unit.

Yours sincerely



**Matthew Jones,
Manager, Access Unit**



Direct Line/Llinell Uniongyrchol: 01633 644508
Email/Ebost: acesstolearning@monmouthshire.gov.uk

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis.

Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to delay.