



Date/Dyddiad: 20/09/2021

Our Ref./Ein Cyf: MJ

Your Ref./Eich Cyf:

Dear Parent/Carer

## **ADMISSION INTO SECONDARY SCHOOL - SEPTEMBER 2022**

We note from our records that your child will be eligible to transfer from Primary to Secondary School in September 2022. In order to secure a place for your child at Secondary School in September 2022, 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 **24th November 2021 at 12 midnight.**

Please visit [www.monmouthshire.gov.uk/applying-for-a-school-place](http://www.monmouthshire.gov.uk/applying-for-a-school-place) for more information and to complete your online application. As an alternative to the online application system, you can complete a paper application form. Please contact us on the telephone number or email address at the bottom of the page to request this. You are not required to complete both an online application as well as a paper application form.

### **Application Process**

Before making your application, please take some time to study the "Starting School Booklet 2022-23" which contains all of the key information in relation to your child's admission to Secondary School. You are also encouraged to study the enclosed guidance notes as well as our School Admission Policy 2022. The policy can be viewed on the Monmouthshire website ([www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)). Alternatively, you can request for a copy to be sent to you 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 2022/23.

### **When do I need to complete my application?**

The application process is open now. Whether you chose to make your application online, or complete a paper application form, you **must** submit your application to us **prior** to the closing date of **24th November 2021 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 24th November 2021** 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 letter on **1st March 2022**.

## **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, you will need to apply directly to their School Admissions team. Please ensure that you contact them directly to request an application pack and submit your application to them by their published closing date of 24th November 2021. The contact number for Newport Local Authority is 01633 656656. ***We strongly advise you to complete and return a Monmouthshire application to advise us of your preference for 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 urge you to also complete a Monmouthshire application form with details of your alternative school preferences.

I trust you will find the information enclosed in the application pack 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 School and Student Access Unit.



Yours sincerely



**Matthew Jones,  
Manager, School and Student Access Unit**

**Direct Line/Llinell Uniongyrchol:** 01633 644508  
**Fax no./Rhif Ffacs:** 01633 644488

**Email/Ebost:** [acesstolearning@monmouthshire.gov.uk](mailto: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.