

**To: Parents/Carers of Year 6 Children**

September 2023

Dear Parent/Carer

**Arrangements for admission to secondary schools September 2024**

For all children in Year 6 it is now time for you to apply for your child's place at a secondary school for Year 7, September 2024 entry.

**For parents/carers of children who live in the Sefton area:** If you have not already done so, you **MUST** now make your application online using the Citizen Portal (Sefton's online application facility). The portal is quick, convenient, and secure and is easily accessible on all devices including mobile phones.

The portal can be accessed via Sefton's website at [www.sefton.gov.uk/startingschool](http://www.sefton.gov.uk/startingschool) . You can choose to receive your school place offer by email on national offer day in March. You will need to register with a valid email address, before adding your child's details and making an application to choose your three preferred schools.

Sefton's online application for secondary schools is open from 1 September 2023 until the **national closing date of 31 October 2023** for you to submit your application.

Parents can also view/download detailed admissions guides online, including 'A Guide for Parents 2024-25' and 'Sefton Schools Admissions Information 2024-25'. These guides set out important information regarding the admissions process including deadlines and the admissions criteria for all Sefton schools. We would strongly advise you to read these guides before completing your online application. The guides can be accessed via Sefton's website at [www.sefton.gov.uk/startingschool](http://www.sefton.gov.uk/startingschool) .

**For parents/carers of children living outside of Sefton in another local authority area:** You will need to apply for a secondary school place via your home Local Authority, for where you live. Please check the website of the appropriate local authority for advice on how to submit an application. You can name as a preference a secondary school(s) within Sefton on your application if you wish to do so, however you **MUST** apply to the authority where you currently live, to comply with current law. We cannot process applications made to Sefton for parents/carers of children living in other Council areas.

If you have any queries please contact the Admissions Team directly. Contact details are at the top of this letter.

Yours sincerely  
Sefton School Admissions Team