

Date: September 2019



To Parent/Carer

Economy, Skills & Neighbourhoods

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Dear Parent/Carer

Re: Applying for a Secondary School place for September 2020

Your child is due to start secondary school in September 2020. This is a very exciting and important time. I am writing to make you aware of how and when you need to apply and where to access information to guide you through this process.

You will need to complete an application using the online application system available on the Oldham Council website. It's quick and easy and ensures school offers can be made efficiently via e-mail. Applying on line is the only form of application as Oldham Council no longer provides paper application forms.

The online system opened on **1 August 2019** and will close at **5pm on 31 October 2019**.

If you don't have access to the internet, there are computers in all Oldham's libraries and at the Civic Centre – Access Oldham. Help to complete the application is available at the Civic Centre – Access Oldham between 10.00 am and 12 noon every Thursday.

Some voluntary aided schools may want you to fill in a supplementary form or provide documentation in addition to the application you make to us. Supplementary forms are available from and returned to the relevant school.

To enable you to have a look at what is on offer; all Oldham secondary schools will be holding open evenings during the autumn term. You will be able to access further information, a guide and links to school websites by logging onto www.oldham.gov.uk/admissions

The closing date for all applications is **5pm 31 October 2019**. Any application received after this time will be classed as late and will not be processed until all the on time applications have been allocated a school place.

Should you have any initial queries please do not hesitate to contact the Admissions Team on the above telephone number.

Yours sincerely,

A. Wood

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