

To parents  
of pupils in Year 6

Cheshire East Borough Council  
Children's Services  
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Date: 12 September 2016

Our Ref: 2017/Sept Letter/SEC

Dear Parent

### **PUPILS STARTING SECONDARY SCHOOL - SEPTEMBER 2017**

According to our records your child is due to start secondary school in September 2017. I am therefore writing to inform you that the application process opened this year on 1 September. To apply, you need to complete your 'home' local authority's application form (i.e. the authority where you live), even if you plan to apply for a place in a school in another local authority. **It is very important to remember to submit your application by the closing date of 31 October 2016.**

**Please Note:** If your child has a **Statement of Special Educational Needs (SEN)** or an **Education, Health and Care Plan (EHCP)** you will receive a separate letter from the Statutory Assessment Manager at Macclesfield Town Hall explaining the secondary transfer process. Therefore, please disregard this letter. If you have any queries, please contact the Statutory Assessment and Monitoring team by email to [senteameast@cheshireeast.gov.uk](mailto:senteameast@cheshireeast.gov.uk), or by phone on 01625 378090.

Most Cheshire East residents choose to **apply online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)**. Applying online is quick and easy. Feedback has shown that one of the main advantages is that you can view your offer online on the published offer date of 1 March 2017, rather than waiting for a letter to be received in the post. You can also follow us on Twitter **@CE\_admissions** to receive general information throughout the process.

You can apply for up to 3 schools ranked on your application form in order of preference. If you are applying for a place at a faith school, you may need to complete a supplementary information form (SIF). These forms can be downloaded from our website or by contacting the school. Once completed, they should be returned to the school for the attention of the governing body.

If an application is received **after the closing date of 31 October 2016**, it will be considered late and processed after all on-time applications and can therefore be disadvantaged. Only in exceptional circumstances can we consider late applications alongside those received on-time. You must therefore provide reasons for consideration at the time of the application.

Full details about the application process are published online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) . For information about the Council's school transport policy and eligibility for families on low incomes, please visit our website at [www.cheshireeast.gov.uk/schooltransport](http://www.cheshireeast.gov.uk/schooltransport)

If you do not have access to the Internet, or have an enquiry about the application process or school transport, please contact us on 0300 123 5012.

Yours faithfully

A handwritten signature in black ink, appearing to read 'B. Dale', with a stylized flourish at the end.

**Barbara Dale**  
**School Organisation and Admissions Manager**