



Huyton with Roby C.E. Primary School
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Mrs. J Stratford – Headteacher

Year Six Transition Meeting – 25.9.18

Dear Parents,

You will be aware of the requirement to apply for a place at secondary school for September 2019 for your child needs to be made this term. It is worth looking out for the open evenings of the secondary schools so that you can start to visit the schools to help to make your decision.

This is an important decision and we want to support you as much as we can.

The link below takes you to the relevant information on Knowsley Council's website.

<https://www.knowsley.gov.uk/residents/education-and-schools/apply-for-a-school-place/annual-school-admission-procedures-september-2019>

We have produced a shortened version of the information on the page to help you at the bottom of this letter.

We are holding a 'Drop In' session for you to receive your copy of the Parents' Admissions Booklet for your child's application on **Tuesday 25th September 2018 from 3.30pm – 4.30pm** when you will be able to collect your booklet and ask any questions of the Y6 staff. This will be held in the Junior Hall – please enter by the door off the car park which leads straight into the hall. You will be required to sign for your booklet.

We look forward to seeing you at some point during that session.

Kind regards

Mrs Hayes, Mrs Young, Mrs Boyes and Mrs Stratford

The application period for 2019 year 7 of secondary education is now open for Knowsley residents.

If your child is currently in Year 6 at primary school, now is the time to apply for your secondary place – the national **closing date for applications is 31 October 2018**

The Knowsley application is for use by Knowsley residents only, if you live in another authority you must apply on your home authority's application, but you can name primary and secondary schools in Knowsley as preferences if you wish.

The Local Authority produce a composite prospectus (Information for Parents) which provides detailed information to guide parents/carers through the admissions process. Before applying for your secondary school place for September 2019, please read the relevant Information for Parents Booklet:

Applying Online

To make an online application, you will need to create a user account giving your details. To do this you will need an email account.

When your application has been completed and submitted, you should receive a confirmation email. Please keep this email as proof that you have submitted an application. If for any reason you do not receive an email confirming submission, please contact Knowsley school admissions.

Paper Applications

Please complete the application in the back of the relevant Information for Parents booklet and return by post to Knowsley School Admissions to the address on the form or by hand to a Knowsley Primary School. You should be issued with a receipt to confirm your application has been received. If you do not receive a receipt within 14 days of submission, please contact Knowsley School Admissions.

Who to Contact

Write to or make an appointment to visit:

Knowsley Council
School Admissions
Education Improvement Team
PO Box 21
Municipal Buildings
Archway Road
Huyton
Knowsley
L36 9YU

Email: schooladmissions@knowsley.gov.uk

Telephone Contacts:

Primary & Secondary school admissions – (0151) 443 5142/5143
In Year Admissions – (0151) 443 3372/3373