

Moving to **Secondary** School

How to apply for a Secondary School Place for September 2018

(For pupils born between 1 September 2006 and 31 August 2007.)

**Make the
application
even** process
easier



Apply online
and receive an
emailed decision
on offer day!



Doncaster
Metropolitan Borough Council

www.doncaster.gov.uk/admissions

This leaflet tells parents and carers how to apply for a place in a secondary school for the first time.

Which school(s) do I apply for?

Information about Doncaster Schools and admission policies can be found in our Secondary School Admissions Booklet available from the School Admissions Team or at **www.doncaster.gov.uk/admissions**

The booklet gives more information including admission policies, the number of places offered this year and how many are available next year.

You may find it helpful to visit school(s) before deciding. Details of open evenings are in the admissions booklet or are available from the school.

How do I apply?

You will be sent a letter in September 2017.

Apply online using your unique identification number found in your letter and follow the link at **www.doncaster.gov.uk/admissions**

Use this link to apply for any school, no matter which council's area they are in.

Why online?

It's easier to apply online. Use your reference number on your letter to log into your child's details.

You will get a receipt by email instantly and then your decision will be emailed to you on the day the letters are posted. Make sure that you make a note of your password and the email address you used.

How many schools can I apply for?

You can apply for up to three schools and you should list them in your preferred order. You can also include your reasons if you wish.

Your letter tells you your local catchment area school. Although a place is not guaranteed, you should consider including this as one of your preferences even if it's not your first choice.

Should I list more than one school?

This year 92.5% of applicants received a place at their first preference and 98% received a place at one of the schools they preferred. Although not guaranteed, listing more than one school means you have more chance of being offered a school you prefer.

If your child is eligible for a place at more than one school, a place will be offered at the one you put highest.

Applying for a church school?

Church schools often need more information so you will need to complete their additional information form available from our website or the school. This must be sent to your requested school.

Get your receipt!

By applying online you will be emailed confirmation of your application.

When do I apply?

The national closing date is **31 October 2017**.

Applying late makes a big difference to your chances of getting a place at one of the schools you would like.

What if I don't apply?

Your child will be given a place at the nearest school with spaces. This may not be your local school.

When do I find out?

National Offer Day is **1 March 2018**. This is the day all letters are posted and emails sent.

Due to the volume of applications and data protection, no decisions will be given over the phone.

What if I am unhappy with the offer?

The letter will tell you what you can do. You can appeal and/or apply for another school. Your child will be placed on the waiting list of any school ranked higher than the one offered. In most cases they are held until the end of the autumn term.

If you make a further successful application, any previous places offered will automatically be withdrawn.

What happens if I apply late?

Late applications are dealt with on a regular basis after the closing date.

Will transport be available?

Copies of our transport policy and the code of practice are available from our website or transport team on 01302 737325. Bear in mind the policy is updated regularly and your eligibility can change.

Fraudulent applications

All councils make every effort to ensure places are offered fairly. Fraudulent applications are taken very seriously and all allegations are thoroughly checked and places withdrawn if necessary.

Important!

You should read the **Secondary School Admissions** Booklet and, if possible, visit the school before applying.

The closing date is **31 October 2017**.

Decisions are sent on **1 March 2018**.

Further information available from:

Our website at www.doncaster.gov.uk/admissions

The **School Admissions Team** on **(01302) 737204**
or by email at admissions@doncaster.gov.uk



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