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Cyngor Bwrdeistref Sirol

Blaenau Gwent

County Borough Council

Dear Parent/Carer

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2024

This letter is for all parents and carers of children currently in year 6 of primary school.

You will be able to complete an online secondary application from the **25th September 2023** for your child by visiting:

<https://citizenportal.blaenau-gwent.gov.uk/CitizenPortal/en>

You can also view our **Parents/Carer School Information Booklet 2024**, which is also available from the Council's website <https://www.blaenau-gwent.gov.uk/en/resident/schools-learning/school-admissions/secondary-admissions/> it is recommended that you read this booklet before completing your application.

Blaenau Gwent's policy states that parents can express their preference for the school they want their child to attend. Attendance at a primary school does **not** guarantee that a place will be made available for your child at a particular secondary school. Each request will be considered individually and complied with wherever possible; some schools will however have a greater number of requests for places than there are spaces available within the school. Where a school is oversubscribed, parental preference will be considered in line with the oversubscription criteria set out in the Parents/Carer School Information Booklet 2024. The Council will apply its oversubscription criteria in order of priority.

Applications must be made by an **adult who has parental responsibility for the named child**. A completed application form **must** be received for every child for whom a secondary place is requested. Proof of address and proof of the child's date of birth is also required in support of **all** applications, if you do not consent to the Council checking your Council tax record, physical proof of residency will be required to be uploaded alongside your online application to verify your home address.

Where a parent/carers does not provide the relevant evidence to support their application, the form submitted will be treated as **incomplete** until all supporting evidence is received; therefore, we would urge you to upload all of the information required alongside your online application at the earliest opportunity before the closing date.

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

Once your online application form is complete with all of the supporting evidence attached and the form has been electronically signed, it should be submitted by **5pm on the closing date, 24th November 2023**.

If you would like to apply for a school that is outside of Blaenau Gwent, please apply via Blaenau Gwent, your application will then be forwarded onto the relevant admissions authority.

Should you wish for your child to attend Brynmawr Foundation School, please apply directly to us via: <https://citizenportal.blaenau-gwent.gov.uk/CitizenPortal/en>

Please note that it is **the parent's responsibility** to ensure that a completed online application form is submitted to the relevant admission authority safely and on-time. Any applications that are received after the closing date and/or, applications that remain incomplete on the closing date will be determined as being late, which may result in your child being refused a place at their/ your preferred school.

If your child has a statement of special educational needs (SEN) or a Local Authority Individual Development Plan (IDP), the process of transferring schools involves changing the statement or Local Authority IDP. This information will be explained in your child's annual or Person Centred Planning (PCP) review. Children with a SEN or LA IDP will have a review during the autumn term. Please note, however, that you are still required to complete and return an application form for your child.

Decision letters will be issued to parents on **1st March 2024** notifying you of the outcome of your application.

Yours sincerely



Eleri Griffiths
School Admissions Officer