

Dear Parents,

Admission to Secondary School in September 2024

A reminder that the closing date for returning your application form for your child to transfer into secondary school next year is Tuesday 31 October 2023 at 23.59pm. We would encourage all parents to set up their account on the citizens portal and log into your account before the 31st October 2023 so that if you experience any issues we can help rectify these before the portal closes. **You will be unable to make any applications or changes on the portal after 23.59pm on 31st October 2023.**

The easiest way to apply for your preferred school(s) is online using the following link [Starting and applying for secondary school - age 11 \(wokingham.gov.uk\)](https://www.wokingham.gov.uk/starting-and-applying-for-secondary-school-age-11). A reminder that you must apply to your home local authority, (the council you pay your council tax to).

If you apply online, you will be notified on Friday 1 March 2024 'National Offer Day' via your e-mail account. Please make a note of the email address that you use when applying as this will be the email address that will be used to send notification of your school offer.

If you do not apply online, you will receive a letter which is sent in the first-class post on Friday 1 March 2024 'National Offer Day'.

If you do not have access to a computer, you can obtain a hard copy of the application form from your child's Primary School or by contacting the School Admissions team schooladmissions@wokingham.gov.uk.

Please be reminded, it is your responsibility to ensure your application form is completed and received by the deadline date of Tuesday 31 October 2023 at 23.59pm.

This is a generic message to all parents so if you have already applied for your child's school place, please ignore this communication.