

## Transfer to Secondary Education-September 2025

### Apply online for your child's secondary school place

Open your camera application on your phone and scan the QR code

#### IMPORTANT

It's time for you to apply for a secondary school place for 2025

Parent/Carer of a year 6 child

Dear Parent/Carer

Our records show that you have a child in year 6 living at this address.

If this is correct then It is time for you to apply for a secondary school place for your child.

**It is very important that you do this by 31 October 2024.**

Full guidance and information about schools in the city is contained in the 'Going to School in Nottingham 2025/26' e-booklet and separate Appendix 1 which can be found on our website.



#### How to Apply

Applying online is the quickest and easiest way to apply. Simply scan the QR code in the top right of this letter or head over to [www.nottinghamcity.gov.uk/startingsecondary](http://www.nottinghamcity.gov.uk/startingsecondary) to help you get started on the citizen Portal. If you already have an account, you can simply log back in, review your details and apply safely and securely. Making changes online are easy too, as you can log back in and review your application and re-submit up until the closing date of **31 October 2024**. You will also receive an email confirming that we have received your application or any subsequent changes, giving you total peace of mind.

If you do not have internet access at home, you can request an application form by telephone on 0115 841 5568 or by completing the online contact form on our website.

All parents/carers who apply online **by 31 October 2024** will receive **their outcome by email on Mon, 3rd March 2025**, which is the National Offer Day. Parents/carers, who apply on a paper application form, will be sent a letter by second-class post on 3 March 2025, so you should receive your letter by **6 March 2025**.

#### Important Information

In previous years a small number of parents/carers have made their application on Nottinghamshire County Council's website in error. **If your application is made to the wrong authority it will not be considered. Consequently any application you make after the closing date will be considered as late. Late application decisions will not be made until after 1 March 2025 and your child may not be offered a place at your preferred school.** If you do not live in the Nottingham City area, you will need to apply via your home Local Authority for your application to be considered correctly.

More information overleaf

## Benefits of applying online

- 🕒 It is quick, easy, safe and secure
- 🕒 You can read the online guidance before you start, which will guide you through how to apply
- 🕒 We will send you an email to confirm that we have received your application and a list of your confirmed preference schools
- 🕒 You can change your application at any time up to the closing date
- 🕒 You will receive your decision by email on 1 March 2025, rather than having to wait for your decision to arrive in the post up until 6 March 2025.

## CHECK LIST

This checklist sets out all the steps you need to take to successfully apply for your child's school place:

- Check you are a Nottingham City resident
- Check if there is a catchment school for your home address online by scanning the QR code overleaf and navigating to "choosing a school."
- Find out about your catchment school and details of other schools and arrange a visit
- Read the admissions criteria in the parent/carer guide 'Going to School in Nottingham 2025/26 booklet - Appendix 1' located online. This will help you decide whether your application will receive a high priority
- Think about how your child will get to and from school and find out if you can get help with travel
- Remember to include details of any older brothers or sisters already at the school you name on your application and who are still expected to be attending the school in September 2025
- Upload via your online application or send us proof of residency for Fernwood School if you are applying for a place at that school and your child lives within the school's catchment area
- Submit your online application or send your completed form to reach the School Admissions Team by the closing date of 31 October 2024