



School Admissions Team  
Swindon Borough Council  
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Swindon, SN1 2JH

Email: [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)

Date: 18 September 2018

Dear Parent/Carer,

### **Secondary School Admissions - September 2019**

This letter contains vital information regarding your child's move to school in September. It is your responsibility to apply for the school that you wish your child to attend.

Our website [www.swindon.gov.uk](http://www.swindon.gov.uk) contains a host of useful information to help you make an informed decision about which school you would like your child to attend. **This website will be available from 1st September 2018.**

#### **How to apply**

Applying could not be easier. Simply complete the online application form which will be Available on our website 24 hours a day 7 days a week at:

[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/424/secondary\\_school\\_places\\_and\\_a](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_a)

Your first step will be to register your details and select a password if you do not already have a Citizen Portal account. You will then be able to make your application.

You will receive notification by email that your application has been received. You can make changes to your application, including the preferences, up until midnight on the closing date. If you return to your application at any time, simply to view it, or make changes, you must remember to complete the process and **re-submit the application**. Any un-submitted applications will not be considered.

Before making an application please read carefully the School Admission Guide which can be found on our website at the address above. You will be asked to confirm that you have read and understood this guide before you submit your application.

If you do not have access to the internet at home you can use a computer at most Swindon libraries or at the Swindon Direct One Stop Shop.

#### **Key dates in the application process**

You must submit your application **no later than the 31<sup>st</sup> October 2018**. This is the closing date. The online facility will also close on this date.

Offer emails will be sent out on the **1<sup>st</sup> March 2019**.

You must accept or refuse the place offered by the 15<sup>th</sup> of March 2019. (You will be sent instructions on how to accept your place in your offer email). Once you have accepted your child's place the school will contact you with further information.

If you would like any further information or a copy of the Secondary Admissions Guide 2019 please visit our website [www.swindon.gov.uk](http://www.swindon.gov.uk). If you have any queries contact the School Admissions Team on the details provided above.

Yours sincerely

Admissions Team