



Alan Adams, Executive Director

Children's, Housing and Adults' Services
Civic Centre, Lampton Road, Hounslow TW3 4DN

Your contact: School Admissions Team
Direct Line: 020 8583 2711
E-Mail: admissions@hounslow.gov.uk
Our ref: SST2018

Date: 17 October 2017

Dear Year 6 Parent / Carer

URGENT REMINDER Secondary School Transfer - September 2018

I am writing to remind parents that you will need to make your secondary transfer application **on-line by Tuesday 31 October, 2017** at <https://www.eadmissions.org.uk/eAdmissions/app> if you have not already done so. Submitting a late application greatly reduces your child's chances of gaining a place at their preferred school. Late applications will only be processed after the first allocation of places to on-time applicants on 1 March 2018.

The Secondary School Transfer Brochure and online application system is now available at www.hounslow.gov.uk/admissions. The brochure will give you details of all secondary schools in the borough, together with information on the admission criteria and other information. It is very important that you read this brochure to help you understand the secondary transfer process.

- Online pages will provide you with up-to-date information on schools to assist you in making your application
- You will receive email confirmation that you have successfully submitted an application
- You will be sent an email during the evening before National Offer Day with the outcome of your application
- You will need to accept the offer of a school place online.

If you are a London Borough of Hounslow resident and need help with your application, please attend one of our drop in sessions on **Wednesday 18th October or Wednesday 25th October, from 12pm – 3pm** at the **Civic Centre, Lampton Road, Hounslow, TW3 4DN**. The School Admissions Team will be available to help you with the online application process.

Alternatively, if you have any questions, please contact the School Admissions Team by email admissions@hounslow.gov.uk or telephone 020 8583 2711 – **we are open during half term**.

Yours faithfully

Mrs Jasprit Sandhu

Team Leader - Secondary
Place Planning & Admissions