

**To Parent/Carer of:
Year 6 Pupil**

Co-ordinated Admissions
Education Planning & Infrastructure
Shire Hall
Westgate Street
Gloucester, GL1 2TP

Phone: 01452 425407

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TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2026

Date: September 2025

Dear Parent/Carer,

According to our records, your child is due to transfer from primary school to secondary school in September 2026. Therefore, you need to make an application to inform us of your school preferences.

To do so, please register at www.gloucestershire.gov.uk/education-and-learning/school-admissions on the Transfer to Secondary School page. It is important that you give yourself enough time to apply before the deadline of **31 October 2025**. You will receive email confirmation of your application which you must keep.

Before applying it is important that you read the Secondary School Admissions Information and Guidance Booklet available on our website. The booklet provides advice on the process and details every Gloucestershire secondary school's admissions policy.

We strongly advise that you consider your preferences carefully and use all five preferences. All school places are offered in accordance with that school's admissions policy, and we cannot take personal circumstances into consideration.

Important notes when selecting your school preferences:

- Some secondary schools give priority to children living within their catchment area. To see if your home address falls within a catchment area, you can use our mapping system at www.gloucestershire.gov.uk/education-and-learning/find-a-school. **Please note - living within the catchment area for a school is not a guarantee of a place at that school.**
- Please ensure your child's current school is holding the correct address and, if you have recently moved, you can attach evidence of the new address to your online application.
- Before selecting the preferences, you need to consider how your child will get to and from the school, as most children are not eligible for free transport assistance. In most instances transport will need to be organised and paid for by parents/carers and should your circumstances change, you will not be eligible for any transport assistance from Gloucestershire County Council. **Therefore, we strongly advise you to read the transport assistance policy, before submitting your preferences. The policy is available on** www.gloucestershire.gov.uk/transport/school-transport/apply-for-a-new-or-lost-school-bus-pass/

- If your child is registered to sit the Grammar School Entrance test, you will also need to list the grammar school(s) on your application for your child to be considered for a place at the school(s).
Please note - obtaining a qualifying score for grammar school(s) is not a guarantee of a place as all the grammar schools have a limited number of places.
- The closing date for grammar school registration was noon 27 June 2025. If you have missed this registration then your child cannot sit the main Entrance test, due to be held on 13 September 2025. The grammar schools usually hold a late test and once details of this have been finalised, they will be published on their websites. Gloucestershire County Council is not involved in the administration of the Entrance Test itself so please direct any queries in reference to the Entrance Test to the grammar schools directly.

If you require any further information, please do not hesitate to contact the team.

Yours faithfully,

Lisa Mullis

Admissions & Travel Assistance Manager
Education Planning & Infrastructure

To do list:

- Read the Secondary School Admissions Information and Guidance booklet – this details specific information regarding every Gloucestershire school such as number of school places available and the admission policy and provides you with important information regarding our policies/procedures and general guidance on how to apply
- Register online – you can use our User Guide to Online Application if you need assistance
- Provide proof of change of address (if applicable)
- Provide medical evidence **to the school** (if applying to a school that has medical in their criteria)
- Provide evidence of faith **to the schools** (if applying to a school that has faith in their criteria)
- Complete and submit online application – opens **3 September 2025** and closes **midnight 31 October 2025**
- Keep email receipt safe until allocation day **2 March 2026**

User Name/Email	
Password	
Secret Question Answer	