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Our Ref./Ein Cyf. EG/CH



Cyngor Bwrdeistref Sirol

Blaenau Gwent

County Borough Council

Recipient Name

Address line 01

Address line 02

Address line 03

Address line 04

Address line 05

Post Code

Dear Parent/Carer

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2021

This letter is for all parents and carers of children currently in year 6 of primary school.

You are now able to complete an online secondary application for your child by visiting:

<http://blaenau-gwent.mycouncilservices.com/>

You can also view our **Parents/Carer School Information Booklet 2021**, which is also available from the Council's website <https://www.blaenau-gwent.gov.uk/en/resident/schools-learning/school-admissions/secondary-admissions/> it is recommended that you read this booklet before completing your application.

Blaenau Gwent's policy states that parents can express their preference for the school they want their child to attend. Attendance at a primary school does **not** guarantee that a place will be made available for your child at a particular secondary school. Each request will be considered individually and complied with wherever possible; some schools will however have a greater number of requests for places than there are spaces available within the school. Where a school is oversubscribed, parental preference will be considered in line with the oversubscription criteria set out in the Parents/Carer School Information Booklet 2021. The Council will apply its oversubscription criteria in order of priority.

Applications must be made by an **adult who has parental responsibility for the named child**.

A completed application form **must** be received for every child for whom a secondary place is requested. Proof of address and proof of the child's date of birth is also required in support of **all** applications, if you do not consent to the Council checking your Council tax record, physical proof of residency will be required to be uploaded alongside your online application to verify your home address.

Where a parent/carer does not provide the relevant evidence to support their application, the form submitted will be treated as **incomplete** until all supporting evidence is received; therefore, we would urge you to upload all of the information required alongside your online application at the earliest opportunity before the closing date.

We welcome correspondence in the medium of Welsh or English. / Croesawn ohebiaith trwy gyfrwng y Gymraeg neu'r Saesneg.

Once your online application form is complete with all of the supporting evidence attached and the form has been electronically signed, it should be submitted by **5pm on the closing date, 16th November 2020**.

Alternatively you can request a paper copy application and Parent/Carer School Information Booklet by contacting the School Admissions team on 01495 355493 or 01495 355340.

If you would like to apply for a school that is outside of Blaenau Gwent, please apply via Blaenau Gwent, your application will then be forwarded onto the relevant admissions authority.

Should you wish your child to attend Brynmawr Foundation School, please apply directly to the school.

Please note that it is **the parent's responsibility** to ensure that a completed online application form is submitted to the relevant admission authority safely and on-time. Any applications that are received after the closing date and/or, applications that remain incomplete on the closing date will be determined as being late, which may result in your child being refused a place at their/ your preferred school.

If your child has a statement of special educational needs, the process of transferring schools involves changing the statement. This information will be explained in your child's annual review. Please note, however, that you are still required to complete and return an application form for your child.

Decision letters will be issued to parents on **1st March 2021** notifying you of the outcome of your application.

Yours sincerely

