

Date/Dyddiad:

Our Ref./Ein Cyf: MJ

Your Ref./Eich Cyf:

Parent/Carer of:

Dear Parent/Carer

### **ADMISSION INTO SECONDARY SCHOOL - SEPTEMBER 2025**

We note from our records that your child will be eligible to transfer from Primary to Secondary School in September 2024. In order to secure a place for your child at Secondary School in September 2025, you are required to make an application detailing the preferred Secondary Schools for your child.

#### **How do I apply?**

Applications must be completed by the person holding parental responsibility for the child concerned.

Monmouthshire County Council has an online admission application system, which is available for you to use when making your child's application. The online system can be found at <https://www.monmouthshire.gov.uk/starting-secondary-school/>. The system enables you to view and amend your child's application up until the closing date of **13th November 2024 at 5pm**.

#### **Application Process**

Before making your application, please take some time to study the "Starting School Booklet 2025-26" which contains all of the key information in relation to your child's admission to Secondary School. You are also encouraged to study the guidance notes as well as our School Admission Policy 2025. All documents can be viewed on the Monmouthshire website <https://www.monmouthshire.gov.uk/applying-for-a-school-place/>. Alternatively, you can request for a copy of the Starting Schools Booklet 25/26 to be sent to you using the contact details at the bottom of this letter.

The School Admission Code of Practice gives parents the right to express a preference for their child to be admitted into any School maintained from public funds. You are invited to express up to three preferences, which will be considered equally in line with the Authority's oversubscription criteria. In the event that one or more of your preferences can be met, the highest ranked preference as detailed on your application form will be allocated. **You are strongly advised to include more than one preference on your application as you will be disadvantaged over other applications if you do not.** For details of Monmouthshire Secondary Schools please refer to the Starting School Booklet 2025/26.

#### **When do I need to complete my application?**

The application process is open now, you **must** submit your application to us **prior** to the closing date of **13th November 2024 @ 5pm**.

If you do not apply by this deadline, your application will be determined as late. This means that all applications submitted together with supporting documentation by **13th November 2024 at 5pm** will be dealt with first, which may result in all available places at the School of your choice being allocated before your application can be considered.

#### **How do I know if you receive my completed application form?**

All applications submitted using the online application system will receive an automatic acknowledgement to your preferred email account, confirming that we are safely in receipt of your application. For those who choose to complete and return a paper application form, you will receive an acknowledgement within 7 working days of receipt. If you have submitted an application but have not received an acknowledgement letter from us within this timeframe, please contact us using the details below. ***Please be aware that it is your responsibility to ensure that your application is received by the Access Unit within the necessary timescales.***

## **When will I be informed whether my child has been allocated a place at my preferred School?**

Parents will be informed of the result of their applications by the **3rd March 2025**.

### **Application process to attend a School outside of Monmouthshire**

If you wish to apply for your child to attend a School outside of Monmouthshire, you must continue to apply to Monmouthshire Local Authority, by either using the online application system or alternatively by requesting an application form. We will then liaise with the relevant Authority regarding this preference.

**Important:** If your completed application includes a preference for a Voluntary Aided School (e.g. St Albans RC, Brynmawr, St Josephs RC) please ensure that you apply directly to the School. Similarly, if you have chosen a School that resides within Newport City Council (e.g. Caerleon) or Torfaen County Borough Council (e.g. Ysgol Gymraeg Gwynllyw), please ensure that you make an application to the Newport School Admissions Team or the Torfaen School Admissions Team respectively by their published closing date. Failure to do so may result in your application not being considered.

### **Please Note:**

If you are applying for a school that is not in your catchment area and have younger siblings that will require a secondary school place in Monmouthshire in the future, there is a risk that we will not be able to accommodate the younger sibling in the same school due to the over-subscription criteria for out of catchment pupils being placed lower in the list of criteria than those in catchment with siblings. (Please see School admissions policy 2025 or Starting Schools Book 2025/2026 for further explanation).

I trust you will find the information enclosed in this letter together with the information on our website very useful when choosing your Secondary school; however, should you require any further assistance, please contact a member of the Access Unit.

Yours sincerely



**Matthew Jones,  
Manager, Access Unit**



**Direct Line/Llinell Uniongyrchol:** 01633 644508  
**Email/Ebost:** [accesstolearning@monmouthshire.gov.uk](mailto:accesstolearning@monmouthshire.gov.uk)

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis.

Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to delay.