



To: The Parent/Carer of:  
All Year 6 Pupils

[schooladmissions@halton.gov.uk](mailto:schooladmissions@halton.gov.uk)

13th September 2018

Dear Parent/Carer,

**TRANSFER FROM PRIMARY TO SECONDARY SCHOOL – SEPTEMBER 2019**

As your child is due to transfer from primary to secondary school in September 2019, I am pleased to inform you that the Halton Borough Council’s ‘Admission to Secondary School Booklet 2019’ is now available online. You must read this booklet before you apply online at [www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions)

The timetable for Secondary School transfer is as follows:

<b>September 2018</b>	Booklet containing admission arrangements available online. Online applications open
<b>31<sup>st</sup> October 2018</b>	Closing date for receipt of all applications
<b>1<sup>st</sup> March 2019</b>	Parents to receive notification of outcome of preference
<b>31<sup>st</sup> March 2019</b>	Closing date for lodging appeals

You **MUST** apply by the closing date of **31<sup>st</sup> October 2018**.

Failure to apply by **31<sup>st</sup> October 2018** may result in the Local Authority being unable to allocate a place for your child in the school(s) you have expressed a preference for and if the Local Authority is unable to meet your preference(s) your child will be allocated a place at the nearest school with vacancies. However, this will not affect your right of appeal to an independent appeals panel against the decision not to admit to your school(s) of preference.

Yours sincerely,

School Admissions  
Halton Borough Council

**It's all happening IN HALTON**

**People Directorate**

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