

Our ref: OA/LS/2324

Date September 2022

Children and Young People

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School Admissions

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Typetalk calls welcome

## Important

# How to apply for a Secondary School place

Dear Parent/Carer

### APPLY FOR A SECONDARY SCHOOL PLACE

Your child is due to transfer to secondary school in September 2023. **You must apply for a school place, even if you want your child to attend your catchment secondary school.** The online application system is now open for parents who live in the Wakefield district – please read the enclosed guide before using the system.

#### APPLY ONLINE

#### APPLY ON TIME

Complete your online application at

[www.wakefield.gov.uk/admit](http://www.wakefield.gov.uk/admit)

and submit it by the closing date of **31 October 2022**

Submitting your application on time is important – last year, **93% of on-time applicants** were offered a place at their 1<sup>st</sup> Preference school, compared to only **55% of late applicants**.

Before you start your application, you should use the links provided in the online application system to:

- read the information about school admissions in the 'Guide for Parents' document
- find your catchment secondary school and nearest Catholic school
- understand the admissions policies for your preferred schools
- look at the offers of places at each school last year
- check your eligibility for a bus pass using the Home to School Transport guidance

You are responsible for providing accurate information. Making a fraudulent or deliberately misleading application, **or failing to advise School Admissions of any changes - including a change to your child's address** - may result in the offer of a school place being withdrawn.

Select up to five schools within the Wakefield district or other Local Authority districts, ranking the schools in order of preference - your favourite as 1<sup>st</sup> Preference, second favourite as 2<sup>nd</sup> Preference, and so on. **You should select more than one school - this will not affect your chance of being offered a place at your 1<sup>st</sup> Preference school.**

If you select a Voluntary Academy, you will also need to complete an additional paper 'Supplementary Information Form'. You need to contact the school directly and ask for this form, then return the completed form to the school.

If your child has an Education, Health and Care Plan (EHCP) and you want to discuss options, please contact the Special Educational Needs Assessment and Review Team (SENART).

Deciding which secondary schools to select as preferences is a very important decision. Visiting a school, or attending their Open Evening, can help you to decide whether it should be one of your five preferences.

**Secondary School Open Evenings / Days** – please contact schools to confirm the times:

Airedale Academy	Thursday, 13 <sup>th</sup> October 2022
Carleton High School	Thursday, 29 <sup>th</sup> September 2022
Castleford Academy	Thursday, 29 <sup>th</sup> September 2022
Crofton Academy	Thursday, 29 <sup>th</sup> September 2022
De Lacy Academy	Tuesday, 20 <sup>th</sup> September 2022
The Featherstone Academy	Thursday, 22 <sup>nd</sup> September 2022
Horbury Academy	Thursday, 29 <sup>th</sup> September 2022
Kettlethorpe High School	Thursday, 6 <sup>th</sup> October 2022
The King's School	Thursday, 6 <sup>th</sup> October 2022
Minsthorpe Community College	Thursday, 13 <sup>th</sup> October 2022
Ossett Academy	Tuesday, 27 <sup>th</sup> September 2022
Outwood Academy City Fields	Tuesday, 4 <sup>th</sup> October 2022
Outwood Academy Freeston	Tuesday, 27 <sup>th</sup> September 2022
Outwood Academy Hemsworth	Tuesday, 27 <sup>th</sup> September 2022
Outwood Grange Academy	Tuesday, 27 <sup>th</sup> September 2022
St Thomas à Becket Catholic Secondary School	Wednesday, 12 <sup>th</sup> October 2022
St Wilfrid's Catholic High School & Sixth Form College	Saturday, 1 <sup>st</sup> October 2022
Trinity Academy Cathedral	Thursday, 15 <sup>th</sup> September 2022

**We will respond by email to confirm receipt of your application - you should receive the email as soon as the application is submitted. It is your responsibility to contact the School Admissions Team if you do not receive this email confirmation.**

You can log in to the online application system at any time after 12:30am on 1 March 2023 to find out about your offer of a secondary school place; we will also send you an email with details of your offer during that day. Please note that the Admissions Team cannot give out any information over the phone regarding offers of school places.

Yours faithfully  
School Admissions

Enc: 'Apply Online' leaflet  
Secondary Checklist