

**Please reply to:**

Student Services,  
Room SF338, Electric House,  
c/o Town Hall, Castle Circus,  
Torquay, TQ1 3DR

**My ref:** P2T24

**Your ref:**

**Telephone:** 01803 208908

**E-mail:** [Pupil.services@torbay.gov.uk](mailto:Pupil.services@torbay.gov.uk)

**Website:** [www.torbay.gov.uk](http://www.torbay.gov.uk)

**Date:** 6<sup>th</sup> Sept 2023

Parents and carers of children in year 6

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Dear Parents and Carers of children in year 6

## **Secondary School Admissions for September 2024**

As your child was born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013 it is **now time to apply for a secondary school place for September 2024.** The application period is open from **1 September 2023 until 31<sup>st</sup> October 2023.** Applications received after this date will be at a disadvantage.

To make an application you should consider the following steps. Please ensure that you do not miss the deadline.

1. Carefully read the information sent to you via your child's primary school before the summer holidays. If you did not receive this letter please contact your child's primary school or the School Admissions Team on 01803 208908. Email enquiries should be sent to **[pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)**
2. **Please note** that as an amendment to the letter sent in June children with an EHCP can now choose a Torbay specialist provision on the Portal. For specialist provisions outside of Torbay please contact the SEN Team.
3. Visit the secondary schools on their open days as advertised on their websites. You may need to prebook.
4. Read the **Starting Secondary School** information and **TIPS8 Booklet** all of which can be found on the Torbay Council website **[Apply for a school place - Torbay Council](#)**
5. Contact the School Admissions Team if you have any questions about the process/ potential house moves/which authority you should make your application to etc. The team cannot recommend or comment on individual schools but can advise on the process.

Phone: 01803 208908 Email: [pupil.services@torbay.gov.uk](mailto:pupil.services@torbay.gov.uk)

6. When you are ready, make your application using the **Citizen's Portal**. This can be found at **[Apply for a secondary school place - Torbay Council](#)** The portal opens on 1<sup>st</sup> September and will close at 23.59pm on 31<sup>st</sup> October 2023. Late applications, that is those made after this time, will be at a disadvantage.

An electronic version of the form will be available. Please contact your child's primary school or Student Services to ask about this.

## **Please apply online if you can**

Please remember that the Students Services Team are here to help and guide you through the process so if you have any questions please do not hesitate to get in touch

Kind regards

**School Admissions Team**

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If you require this in a different format or language, please contact me.



