



## **Secondary School Admission Process for September 2025**

Dear Parent/Carer,

This information is for children who are due to transfer to secondary school in September 2025 to let you know that the application process commences on 12 September 2024 and the deadline to apply is 31 October 2024. **You must only complete one application and this must be to the Local Authority to which you pay your council tax (i.e. Home Local Authority).**

If you live in North Yorkshire, an application indicating your preferred school for your child is required. **You can list up to five schools, applying to only one school does not increase your chances of securing a place there.** You can apply for any school or academy in North Yorkshire or any other Local Authority area.

Before completing the online application form, please ensure you have read all the information on the school admissions and transport pages. [www.northyorks.gov.uk/education-and-learning/school-admissions](http://www.northyorks.gov.uk/education-and-learning/school-admissions) This guide contains crucial information that will assist you in the application process.

There have been some changes in eligibility to home to school transport, so if this is an important factor when choosing a school please go to: [www.northyorks.gov.uk/education-and-learning/school-admissions/finding-school](http://www.northyorks.gov.uk/education-and-learning/school-admissions/finding-school) . Here you can use the online tool to find your nearest school to your home address.

You can also apply online via the North Yorkshire website.

Important points to note when making an application:

The school round (2025 September - Transfer to Secondary School) is specific to your child's date of birth. If it is not showing after you've added your child's details, please verify that you've entered their date of birth correctly.

If your child is out of their chronological year group, you are not able to apply online, please contact us to request a paper copy of the form.

We recommend including a preference for your nearest school. Failure to do so may result in your child being allocated a school some distance from your home, for which you would be responsible for transport arrangements and costs.

Once you have submitted your application you will receive an acknowledgment email. You can go back into view your application at any time but once the Council has downloaded your application, you will not be able to change your preferences.

If you need to make a change after you have submitted your application, you will need to complete a 'changes to submitted school application form' which is available online or request a paper copy.

The deadline for applications to be received is 31 October 24. An application received after this date will be considered as a 'Late Application'. This means it will be processed after on time applications,

which could affect the allocation of your child's school place. Should you submit a late application, and you have a valid reason for this, please provide them for consideration. Reasons for a late application must be submitted in writing via email.

Please note: the last date for making changes to applications, e.g. change of address is 30 November 2024. Any changes received after this date will not be actioned until after National Offer Day.

On National Offer Day, 3 March 2025, you will receive confirmation of your child's secondary school place.

If you applied online, an email notification will be sent, during office hours on the same day, with a secure link to access your child's school place offer. You will also be able to log back into your account to view the offered school place, please remember to save your login details.

If you submitted a paper application, allocation letters will be sent out by second-class post and could take 3-5 days to arrive. Please note that we cannot provide school place information over the phone.,

Where we are unable to allocate a place at any of your preferred schools, in line with current legislation, you are entitled to an admission appeal. Appeal forms will be available on our website or by contacting the Admissions Team.

Should you need more information about individual schools, you can obtain a prospectus directly from the school.

Some denominational and Academy schools require a Supplementary Information Form (SIF) to assess your application according to the school's admission policy. Failure to submit a SIF may result in your application being considered after all others where a SIF has been provided. A SIF is not an application for a school place, and you will still need to apply via the Local Authority.

Regardless of the type of school you are applying for (Academy, Community, Aided, Trust, or Foundation), an application must be made. If you wish to apply for a school in another Local Authority area, list it on your application, and we will coordinate with that Authority.

Please retain all correspondence, including emails and acknowledgments, as you may need them if you wish to appeal the decision on the school that is allocated.

Yours sincerely,

Clare Anderson  
Business Support Manager

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