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*Date* 5 September 2017

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Dear Parent

## **Applying for your child's secondary school place**

This letter contains important information about how to apply for your child's secondary school place in September 2018.

### **How to apply**

Applications open for Hampshire residents on Monday 18 September 2017. You can apply online via the Education Online Portal at: [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). You must apply to Hampshire County Council even if you wish to apply for schools in another local authority.

If you do not live in Hampshire (including Portsmouth and Southampton) you must apply through your home local authority.

### **Using the online system**

*If you have used the Education Online Portal previously, you will be able to log in using the same e-mail address and password. Please check your details are up-to-date in the 'My Account' section of the portal before starting your school application.*

*If you have not used the online portal before, you will need to register by clicking on the 'Register' button and following the onscreen instructions. You will be sent an email from the system containing a link to the log in screen. You will then be able to log in using your e-mail address and password.*

### **Deadline for applications**

*Director of Children's Services*  
**Steve Crocker**

The deadline for applications is midnight on Tuesday 31 October 2017.

It is very important that you submit your application by this date. Applications received after the deadline will not be considered until after all on-time applications have been processed, which means late applicants are less likely to be offered a place at one of their preferred schools.

### **Before completing your application**

Before completing your application, you are advised to read the online guidance about applying for a school place available at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). The website also contains an A – Z of all Hampshire maintained schools, including details of each school's admission arrangements, contact details, Ofsted reports etc.

Secondary schools hold open days/evenings. It is recommended that you visit the schools you are interested in, including your catchment school. Schools also publish information on their website and in their prospectus – copies of which can be obtained directly from the school.

Some schools (foundation, voluntary aided and academies) may require you to complete a **supplementary information form** (SIF) in addition to the Hampshire application form. Please check with individual schools to see if a supplementary information form is required.

If you are unable to apply online, you can request a paper form and a copy of Hampshire's brochure for parents "*A parent's guide to applying for a school place in the main admission round, School Year 2017/2018*" by calling the Admissions Team at the number provided at the top of this letter.

Yours sincerely



Louise Crolla

Principal Admissions Officer – Secondary Team