

Jeanette Richards
Executive Director of Children and Young People

Our Ref LF/68
Your Ref
Date 5th September 2022
Please ask for Laura French
Direct Line 0161 253 6474
E-mail Admissions@bury.gov.uk



Department for Children and
Young People

Isobel Booler
Director of Education and Skills

Dear Parent

TRANSFER TO SECONDARY SCHOOLS 2023 FOR BURY RESIDENT CHILDREN

- As you are aware your child is due to transfer to secondary school in September 2023. Our online admissions system is the easiest and quickest way to apply. All you will need is a valid email address and your child's details. Please include any sibling details or complete any supplementary forms if applicable. This can be done online from Monday 5th September, via Bury Council's website at www.bury.gov.uk/admissionssecondary.
- If you reside outside the Bury Local Authority, you will need to make your application to your home authority. Information on how to do this will be on their website. You can still state Bury schools on your application if you wish to do so.
- If your child has an Education Health and Care Plan (EHCP) you will receive separate correspondence via the SEN Team in Bury.
- Before you make your application there is a lot of useful information on our website which will assist in making an informed decision about which school you would prefer your child to attend.
- Details of school open days/evenings can be found on individual school websites and at www.bury.gov.uk/admissionssecondary.
- If you wish to apply for schools in other areas as well as Bury schools, these must be stated on your Bury application. These preferences will be forwarded to the other Local Authority for their consideration. In due course, they will inform us as to whether they are able to offer a place.
- Emails will be sent out to online applicants after 9am on 1st March 2023. For those that have applied by paper form or telephone, allocation letters will be **posted** on the 1st March 2023 informing you of the outcome of your application.

The deadline for applications is 31 October 2022. It is important that you apply by the date given. If you do not do so, your application will be treated as late, and will not be considered until after all on time applications have been allocated. It may result in your child not getting a school of your preference. Changes to preferences can only be made up to 31 October 2022, or they will be treated as late applications.

Please do not list independent or private schools on your application. You need to apply directly to independent schools or private schools for places.

If you have any queries, please do not hesitate to contact the Admissions Team on the number given above.

Yours sincerely

L French

LAURA FRENCH
ADMISSIONS OFFICER