Hampshire County Council

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Date *Date 27th September 2022*

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Dear Parent

Applying for a secondary school (Year 7) place

This letter contains important information about how to apply for your child's secondary school place for September 2023.

How to apply

Applications open for Hampshire residents on Monday 12 September 2022. You can apply online at 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 (Education Online Portal)

If you have used the Education Online Portal before, 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 e-mail from the system containing a link to the log in screen. You can then log in using your e-mail address and password.

Director of Children's Services
Steve Crocker

The deadline for applications

The deadline for applications is **midnight on Monday 31 October 2022**.

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, please read the online guidance on applying for a school place at 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 will 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, available from the schools on request.

Some schools, especially faith schools, may require you to complete a **supplementary information form** (SIF) in addition to the Hampshire application form. Please check the admission policy for each of your preferred schools to find out 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 2023/2024*" by calling the Admissions Team at the number provided at the top of this letter.

Yours sincerely

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Louise Crolla
Principal Admissions Officer (Secondary Team)

Director of Children's Services
Steve Crocker