

On-Line Applications for Secondary School Places

From **11 September 2017** you can apply on-line for a secondary school place for your child, using the...



All you need is your email address in order to make an on-line application from your home computer, tablet or mobile phone.

By producing a Library card you can also use the facilities at Contact Wrexham and Wrexham Library to make your on-line application.

Tips for completing your on-line application

- When entering names please use initial capital letters, for example: **Mr Joe Bloggs, Rose Jarvis, Ben Jones**
- When entering post codes please use capital letters, for example: **LL12 6LD (leaving a space after the first 4 digits).**
- When entering the applicant address (parent's address) please select the **full address** rather than just the post code.
- Once you have registered, you will need to **make a note of your chosen password** as you will receive an email with a link to follow to access and complete your application.

- **Draft out your reasons for choosing particular schools**, prior to going on-line, as this **saves time** when making your application and reduces the risk of being **'Timed Out'** by the system.
- Wherever possible please use the **drop down menus** to select current school and chosen schools.
- If your child would have a **sibling** already attending the school of your choice, who will still be there in September 2018, remember to **add this information** when prompted.
- Remember to select **how you would like to receive notification of your application**, for example whether this would be by email or letter.
- You should choose a number of schools, but ensure that they are in ranked order with your **1st choice first, your 2nd choice** second and so on, you can use **'up and down arrows'** to move your choices around.

If you re-enter your application, for any reason, the system automatically sets your application to 'un-submitted'. You must therefore go to the end page of your application, tick the terms and conditions page and then click the 'SUBMIT' button again even if you haven't made any changes.

Further information is available at www.wrexham.gov.uk following the link to school admissions, or telephone **01978 298991**.

THE CLOSING DATE FOR APPLICATIONS IS 10 NOVEMBER 2017

Note: Late applications will be dealt with after those that have been received on time.