

**To: Parents of Children  
Seeking Admission to  
Secondary Schools in  
September 2019**

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Date/Dyddiad  
Ask for/Gofynner am  
Contact No/Rhif Cyswllt  
E-mail/E-bost

S2019 Secondary  
10 September 2018

01978 298991

Admissions@wrexham.gov.uk

Dear Parent

### **Admission to Secondary School - September 2019**

The Local Authority (LA) has to publish certain information about its schools and policies which, together with the prospectus that the school has prepared, will help you state your preferences for the secondary schools you would wish your child to attend. The law does not allow you to choose a school for your child, merely to state preferences to attend particular schools. Of course, every effort will be made to ensure that your child gets a place at your preferred school. Parents should state multiple preferences for Wrexham schools in case their application for one or more of their requested schools is unsuccessful. If you wish to visit a school prior to expressing your preference, you can contact the school to make arrangements or attend the schools' open days/evenings.

From 10 September 2018 you will be able to make your application and access the Parents' Guide to Education Services 2019/2020, by registering on-line at [www.wrexham.gov.uk](http://www.wrexham.gov.uk). You will need an email address to submit your application on-line from your home computer, tablet or mobile phone or by producing a Library card you can also use the facilities at Contact Wrexham and Wrexham Library. Applications can be made through the medium of English or Welsh and will be received directly by the LA. You will be able to access and amend your application up until the published **closing date of 9 November 2018**.

Should you prefer to submit a paper application form call into Contact Wrexham, 16 Lord Street, Wrexham, LL11 1LG.

The Admitting Authority will admit pupils up to the school's admission number (*this number is shown in the school list in the 'Parents' Guide to Education Services in Wrexham'*). **Late applications will be dealt with after all those that have been submitted by 9 November 2018**. It is, therefore, very important for you to meet the deadline referred to as you may have less opportunity to be allocated to your preferred school if your application is late.

If you have expressed a preference for a community secondary school, your application will be considered by the LA. Alternatively, if you have expressed a preference for St Joseph's Catholic and Anglican High School or The Maelor School, Penley, your application will be considered by the governing body of that school, you are advised to contact these schools directly for further information before submitting your application to the LA.

If you have expressed a preference for an independent school or a school in another local authority you **must** also contact the appropriate admission authority as their admissions timetable may differ and you may be required to complete additional forms.

It will take some time for the allocation process to be completed, but you will be informed by **1 March 2019** whether or not your child has been allocated a place at your preferred school. If the admitting authority is unable to allocate a place, you will have the right to make representations to an independent appeals panel.

The Local Authority will check the address provided on your application against the records we hold for your child's current school, and we may request information and evidence from you if they differ.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your living at that address, unless you have notified us of, and we have accepted, a subsequent move. If there is equal, shared custody of the child, it is left to the parents to decide which address to use but we may ask to see a Court Order or other evidence to confirm this arrangement exists. The LA cannot accept two applications for one child. Parents must therefore reach a joint agreement or obtain an appropriate Court Order and submit a single application.

Parents/carers are advised that a child's school place may be lawfully withdrawn if the information given on their application form is subsequently found to be fraudulent or misleading. The consequence of this could be that there may no longer be a place available for the child at their next nearest school.

If your child has a particular medical need (e.g. a disability that may make travel to a school further away more difficult) supporting evidence must be produced before the end of the published allocation period, setting out the reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school, for example a letter from a registered health professional such as a Doctor or Social Worker. The evidence will be assessed in consultation with relevant Senior Managers.

If your child has a Statement of Special Educational Needs, the LA will try its best to allow your preference of secondary school but it has to make sure that the school can meet your child's needs fully. After your application has been received, an LA Officer will write to you and may wish to arrange a meeting to discuss your child's secondary education.

Should you choose a school other than the nearest secondary school, the Authority will not be in a position to provide transport for your child and consequently you will have responsibility to make and pay for such arrangements. Details about the Transport Policy are set out in the County Borough's 'Parents' Guide to Education Services in Wrexham'.

**Should your home address, or other circumstances change before the end of the allocation period set by the LA, or you require any further advice please contact the Admissions Office on 01978 298991.**

Yours sincerely



Ian Roberts  
**Head of Education**