On-Line Applications for Secondary School Places

From 10 September 2018 you can apply on-line for a secondary school place for your child, using the...

On-line Admissions Service
www.wrexham.gov.uk

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.

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- 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 2019, 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 9 NOVEMBER 2018

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

This project complies with the Council's Green Strategy.