

To the parent of pupils in Year 6

Cheshire East Borough Council  
Children and Families Service  
School Admissions, Floor 5  
c/o Municipal Buildings  
Earle Street  
Crewe  
CW1 2BJ

Tel: 0300 123 5012  
email:admissions@cheshireeast.gov.uk

Date: October 2022

Our Ref: 2023/OctSecRem

Dear Parent

### **APPLICATIONS FOR TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2023**

We wrote to you at the beginning of September to inform you that as your child is a Year 6 pupil, and you can make an application for secondary transfer. The application closing date is:

**Application closing date: 31 October 2022.**

If you do not apply by the deadline of **31 October, your application will be processed after all on-time applications and therefore may be disadvantaged.**

To apply, you need to complete your 'home' local authority's application form (i.e., the authority where you live), even if you plan to apply for a place in a school in another local authority. **If you are not a Cheshire East resident** and have already made an application to your 'home' local authority, please ignore this letter.

**If you are a Cheshire East resident, you can apply online at:**

**[www.cheshireeast.gov.uk/schooladmissions](http://www.cheshireeast.gov.uk/schooladmissions).**

You would then receive your offer by email rather than waiting for a letter to be received through the post. You can also view your offer through your online account on the published offer date of 1 March 2023.

If you have already set up an online account, then please check to see that it has been submitted to the Local Authority, as there are some accounts where this has not yet been done.

If you do not have access to the Internet, or have an enquiry about the application process, please contact us on 0300 123 5012.

Yours faithfully

**School Admissions**  
**Cheshire East Council**