

Date: July 2018



**To Parent/Carer**

**Economy, Skills & Neighbourhoods**

Access Service, Level 12,  
Civic Centre, West Street,  
Oldham  
OL1 1XJ  
Tel: 0161 770 4213  
Fax: 0161 770 4277

Dear Parent/Carer

**Re: Applying for a Secondary School place for September 2019**

Your child is due to start secondary school in September 2019. This is a very exciting and important time. I am writing to make you aware of how and when you need to apply and where to access information to guide you through this process.

**You will need to complete an application using the online application system available on the Oldham Council website.** It's quick and easy and ensures school offers can be made efficiently via e-mail. Applying on line is the only form of application as Oldham Council no longer provides paper application forms.

The online system will open on **1 August 2018** and close at **5pm on 31 October 2018**.

If you don't have access to the internet, there are computers in all Oldham's libraries. You will need an email address, these are very easy to set up and staff will be happy to help.

Some voluntary aided schools may want you to fill in a supplementary form or provide documentation in addition to the application you make to us. Supplementary forms are available from and returned to the relevant school.

To enable you to have a look at what is on offer, all Oldham secondary schools will be holding open evenings during the autumn term. You will be able to access further information, a guide and links to school websites by logging onto [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)

The closing date for all applications is **5pm 31 October 2018**. Any application received after this time will be classed as late and will not be processed until all the on time applications have been allocated a school place.

Should you have any initial queries please do not hesitate to contact the Admissions Team on the above telephone number.

Yours sincerely,

A handwritten signature in black ink, appearing to read "P. Green".

Paula Green  
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