

September 2025

For the attention of parents/carers of Year 6 pupils

Dear Parent/Carer

Transfer to Secondary School in September 2026

As your child is due to transfer to secondary school in September 2026, you can apply for a Year 7 place online at: www.westmorlandandfurness.gov.uk The online application system [Citizen Portal] will be available from **3 September 2025**.

You **must** submit your application by **31 October 2025**. If your form is late, it may seriously affect your chances of being allocated a place at one of your preferred schools.

There are several benefits of applying online, including:

- It is quick and easy
- You will receive confirmation by e-mail that your application has been submitted.
- You can find out which school your child has been allocated in the morning of on 2 March 2026.

Please see the leaflet "Moving from primary or junior school to secondary school in September 2026" for further information.

If you are an existing user of the Citizen Portal, it is important that you check that your own personal details, in particular the address details, are correct and up to date, as well as those of your child.

If you are unable to apply online, you can still apply using a paper form (SA3). You can contact the School Admissions and Appeals Team to request a copy.

Important information about schools and the application process is contained in the booklet 'Transfer to secondary school in Westmorland and Furness – September 2026'. Please read this before applying. You can download a copy of the booklet at www.westmorlandandfurness.gov.uk.

Yours faithfully

School Admissions