

Please reply to:

Student Services,
Room SF338, Electric House,
c/o Town Hall, Castle Circus,
Torquay, TQ1 3DR

My ref: P2T25

Your ref:

Telephone: 01803 208908

E-mail: Pupil.services@torbay.gov.uk

Website: www.torbay.gov.uk

Parents and carers of children in year 6

Date: 5th Sept 2024

Dear Parents and Carers of children in year 6

Secondary School Admissions for September 2025

As your child was born between 1st September 2013 and 31st August 2014 it is **now time to apply for a secondary school place for September 2025**. The application period is open from **1 September 2024 until 31st October 2024**. Applications received after this date will be at a disadvantage.

To make an application you should consider the following steps. Please ensure that you do not miss the deadline.

1. Carefully read the information sent to you via your child's primary school before the summer holidays. If you did not receive this letter please contact your child's primary school or the School Admissions Team on 01803 208908. Email enquiries should be sent to pupil.services@torbay.gov.uk
2. Visit the secondary schools on their open days as advertised on their websites. You may need to prebook.
3. Read the **Starting Secondary School** information and **TIPS8 Booklet** all of which can be found on the Torbay Council website [Apply for a school place - Torbay Council](#)
4. Contact the School Admissions Team if you have any questions about the process/ potential house moves/which authority you should make your application to etc. The team cannot recommend or comment on individual schools but can advise on the process.
Phone: 01803 208908 Email: pupil.services@torbay.gov.uk
5. When you are ready, make your application using the **Citizen's Portal**. This can be found at [Apply for a secondary school place - Torbay Council](#) The portal opens on 1st September and will close at 23.59pm on 31st October 2024. Late applications, that is those made after this time, will be at a disadvantage.

An electronic version of the form will be available. Please contact your child's primary school or Student Services to ask about this.

Please apply online if you can

Please remember that the Students Services Team are here to help and guide you through the process so if you have any questions please do not hesitate to get in touch

Kind regards

School Admissions Team

If you require this in a different format or language, please contact me.

