



**URGENT REMINDER TO PARENTS**

**If you have completed and submitted an online form in the last few days please disregard this letter.**

Steve Peddie  
Interim Executive Director  
Families and Wellbeing Directorate

Hilary Smith  
Head of Education  
Families & Wellbeing  
Education Services  
1st Floor, New Town House  
Buttermarket Street  
Warrington  
WA1 2NH

13 October 2017

Dear Parent/Carer

**TRANSFER TO SECONDARY SCHOOL- SEPTEMBER 2018  
FIRST REMINDER**

Further to my letter dated 4 September 2017, our records show that as of today there has been no submitted on-line application form received stating your preferences for the secondary school you wish your child to attend in September 2018.

If you have already completed and submitted the on-line application form please disregard this letter.

Please make sure that you visit [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions) and complete the on-line application form before midnight on **Tuesday 31 October 2017**, as any late applications will only be considered after all of the on time applicants have been allocated a place.

If you do not have access to the internet you can use the facilities at your local library or call in to see us at our drop in surgeries at New Town House on Wednesdays between 10am and 4pm up to the closing date for applications.

If you require any assistance or would like to speak to a member of the School Admissions Team please contact us on the number below.

Yours sincerely

Ms Jackie Davies  
Admissions Officer  
Families and Wellbeing Directorate  
New Town House, Buttermarket Street, Warrington, WA1 2NH  
Enquiries Tel: 01925 446226  
Email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)  
Website: [www.warrington.gov.uk](http://www.warrington.gov.uk)