

**IMPORTANT****Reminder to apply for a secondary school place for 2025**

11th October 2024

Dear Parent/Carer

**Transfer to Secondary Education - September 2025**

Our records show that your child is due to start secondary school in September 2025 and will need a school place. You only have approximately **two weeks left** to apply for a secondary school place for your child. The closing date for making a preference for a secondary school place is **31st October 2024**.

**How to Apply**

Applying online is the quickest and easiest way to apply. Simply scan the QR code with your phone camera in the top right of this letter or head over to [www.nottinghamcity.gov.uk/startingsecondary](http://www.nottinghamcity.gov.uk/startingsecondary) to help you get started on the citizen Portal. If you already have an account, you can simply log back in, review your details and apply safely and securely. Making changes online are easy too, you can log back in and review your application and re-submit up until the closing date of **31st October 2024**. You will also receive an email confirming that we have received your application or any subsequent changes, giving you total peace of mind.

All parents/carers who apply online **by 31st October 2024** will receive **their outcome by email on Monday 3rd March 2025**, which is the National Offer Day. Parents/carers, who apply on a paper application form, will be sent a letter by second-class post on 3rd March 2025, so you should receive your letter by **7th March 2025**.

If you have applied online and you have had a confirmation email, please check that it has come from Nottingham City Council and **not Nottinghamshire County Council**. If it has come from Nottinghamshire County Council then you have applied on the wrong website and will need to make a new application on our website.

If you have applied for a private school could you please contact this office so that no further reminder letters are sent to you.

More information and a copy of the 'Going to School in Nottingham 2025/26' booklet can be found at [www.nottinghamcity.gov.uk/startingsecondary](http://www.nottinghamcity.gov.uk/startingsecondary) by clicking the admission arrangements link. It's very important that you apply for a school place by 31st October 2024.

Yours sincerely

Nicholas Lee  
Director of Education Services