Children's Services
Admissions and Transport Team
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All Junior and Primary Schools

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Ask for Admissions & Transport Team
Our ref SI-A-AAT
Your ref
Date September 2026

Dear Headteacher

Transfer to Secondary Education - September 2027

During the week commencing 4 September 2026 you will receive a supply of leaflets relating to the secondary transfer process.

I would be grateful if you will ensure that all Year 6 Derbyshire children without an Education Health Care Plan (EHCP) are provided with a copy of the leaflet to take to their parent/guardian. As in recent years we no longer send individual letters to all parents.

The leaflet summarises the application process and encourages them to make their application online. Applications open on 7 September 2026.

The following information can be viewed on the Admissions page of the Derbyshire County Council website.

- Applying for your child's secondary school place 2027-28 -a summary
- How to apply for a place at Secondary School - a guide for parents

We prefer parents to apply online through the Admissions area of the Derbyshire County Council website. It would be appreciated if you would publicise this facility and strongly encourage parents to make their application online. Please note that the telephone service previously provided by Call Derbyshire is no longer available. Parents without access to the internet should contact the Admissions and Transport Team by ringing 01629 537479 for advice on how to make an application.

Our publication- How to apply for a place at Secondary School – a guide for parents is available online through the Admissions area of the Derbyshire County Council website. Parents requiring a hard copy of the guide should contact the Admissions and Transport Team-details as above.

Parents of children with an EHCP are advised that the transfer of their child is dealt with via the annual review and they will receive information direct from the SEND Team.

With regard to out of county children, we have requested that the home authority forward appropriate transfer information. However, you will also be sent individual letters for these children advising parents to contact their home authority direct.

The leaflets must be issued to parents via the children during the week commencing **Monday 7 September 2026**. If a Year 6 child is absent that week, I would be grateful if you will post a leaflet to the parent's home. **The closing date for the submission of applications is midnight on 31 October 2026.**

You will be able to see the applications for your year 6 children as they are entered on the Admissions System by choosing the leavers option on the Schools Access Module (SAM).

If parents wish to access independent advice or information on school admissions they can contact the Children's Legal Centre via their website or call the advice line on 0300 330 5485.

May we thank you for your assistance in this process which is always greatly appreciated. If you have any queries on process, please do not hesitate to contact the Admissions and Transport Team on 01629 537479 or email at admissions.transport@derbyshire.gov.uk

Yours sincerely

School Admissions and Transport Team