Children's Services
Admissions and Transport Team
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Ask for Admissions and Transport Team
Our ref SI-A-CL
Your ref
Date October 2026

All Junior and Primary Schools

Dear Headteacher

Transfer to Secondary Education - September 2027

The closing date for applications for children transferring to secondary education next September is fast approaching at **midnight on 31 October 2026**.

During the coming weeks, we will be sending reminder letters for parents which will come to schools via the area mail for distribution. It would also be appreciated if you would support the distribution of these letters by considering texting the parents of children in your current Year 6 to remind them of the need to make an application.

We strongly encourage parents to apply online through the Admissions area of the Derbyshire County Council website. It would be appreciated if you would publicise this facility at your open events. Parents without access to the internet should contact the Admissions and Transport 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 on the Admissions area of the Derbyshire County Council website, either in interactive format or as a PDF. Parents requiring a hard copy of the guide should contact the Admissions and Transport team using the details above.

You will be able to check 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 at or call the advice line on 0300 330 5485.

May we thank you for your assistance in anticipation of your support as we send out these reminder letters, this is much 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

With best wishes

School Admissions and Transport Team