



6th October 2020

Dear Parent/carer,

This is a reminder that all Secondary School application forms must be received by the admissions team at Moorfoot by **31st October 2020** at the latest.

If you have not yet completed your child's Secondary School application form, it is important you do so as soon as possible. Staff in school are available to help parents complete the form over the phone if needed.

Any application forms received after 31st October will be considered late, which could mean your child is not allocated their preferred school. **Please ensure that you complete all three choices, including your child's catchment school, on the application.** This is very important as it helps to prevent your child from being allocated a place at an undersubscribed secondary school, which may not be near your home address.

Parents who have already completed and returned the form may disregard this letter.

Please do not hesitate to contact me in school if you have any further questions.

Yours Sincerely,

Mrs E. Long
(Learning Mentor)