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Dear Parent or Guardian

### **How to apply for a Secondary School Place**

To apply for a secondary school place for September 2018, you will need to apply online at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions). The online application system will be available from 12<sup>h</sup> September 2017.

The closing date for all applications is **31<sup>st</sup> October 2017**. You must apply to the local authority of where you live, for example this is where you pay your council tax.

You can find out more information on [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions) where you will be able to find our information booklet and mini guide. Alternatively, please contact School Admissions at [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

If you do not have access to a computer you can go to your local library and use their computer facilities.

Yours faithfully

TELFORD & WREKIN SCHOOL ADMISSIONS TEAM

[admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)