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Your ref:
My ref: PACS/RS/HB

3rd October 2003

Headteachers of all primary, junior and middle schools

Dear Colleague

High School Transfer - September 2004

You will have recently received the letters to parents of those pupils due to transfer to high school next year, together with a supply of "A parents' guide to secondary schools in Norfolk". A note explaining what we need you to do with this will have been enclosed with the documentation, but I thought it would be helpful to set out separately the process and timetable relating to this

The Process

Parents of pupils in their final year at primary, middle or junior schools have been sent the following:

- a common application form;
- a letter explaining the process;
- a copy of the "A parent's guide to secondary schools in Norfolk 2004/05".

Parents will be invited to express up to three preferences. Their application form must be returned directly to County Hall in the pre-paid envelope provided and not to the present school as in previous years. Any forms received after the closing date will have a lower priority than all forms received by the deadline. The LEA will then co-ordinate receipt of these preferences and will make an offer of a place on behalf of all schools.

Timetable

- **By 6th October 2003:** Primary sector schools provide parents with the common application form, transfer letter and the "Parents Guide to Secondary Schools in Norfolk 2004/05" booklet.

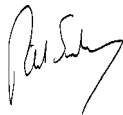
- **14th November 2003:** closing date for parental preferences. Current schools may need to remind parents of this closing date, two or three weeks beforehand.
- **By 5th December 2003:** preferences forwarded to foundation and VA schools who are over-subscribed.
- **By 30th January 2004:** foundation and VA schools to return their list of preferences sorted in rank order.
- **16th February 2004:** high schools advised of likely transfer numbers.
- **1st March 2004:** national offer date. The LEA in its co-ordination role will send offers and refusals to all parents via first class post.

We are urging parents to include their catchment high school as one of their preferences so that they can be considered for this school if they do not receive a place at a higher preference school. We would ask that you remind parents of this should they seek advice from you. If parents do not include their catchment school as a preference, they may find their child does not receive a place at any preferred school or at their catchment school.

I appreciate the support you will provide in this process. Should you have any queries, please contact the Admissions Team on the following direct line numbers:-

Central area schools	01603-222525 or 01603-224384
Northern area schools	01603-224383 or 01603-224382
Southern area schools	01603-222593 or 01603-224382
Western area schools	01553-669204
Eastern area schools	01493-336300

Yours sincerely



Richard Snowden
Head of Admissions

