

Date: September 2022



To Parent/Carer

**Children & Young People**  
School Admissions, Level 8,  
Civic Centre, West Street,  
Oldham  
OL1 1UG  
Tel: 0161 770 4213  
Email: [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk)

Dear Parent/Carer

**Re: Applying for a Secondary School place for September 2023**

Your child is due to start secondary school in September 2023. This is a very exciting and important time. I am writing to make you aware of how and when you need to apply and where to access information to guide you through this process.

**You will need to complete an application using the online application system available on the Oldham Council website.** It's quick and easy and ensures school offers can be made efficiently via e-mail.

The online system opened on **1 August 2022** and will close at **5pm on 31 October 2022**.

We recommend that a **minimum** of three preferences are made for any application.

If you don't have access to the internet, there are computers in all Oldham's libraries and at the Civic Centre – Access Oldham.

For faith schools you will need to fill in a supplementary form or provide documentation in addition to the application you make to us. Supplementary forms are available from and returned to the relevant school.

To enable you to have a look at what is on offer, all Oldham secondary schools will be holding open evenings during the autumn term. You will be able to access further information, a guide, and links to school websites by logging onto [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)

Should you have any initial queries please do not hesitate to contact the Admissions Team on the above telephone number.

Yours sincerely,

*Andy Wood*

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