

## **How to apply for a secondary school place at The Colne Community School and College for students in Year 6**

Essex County Council co-ordinates admissions to The Colne Community School and College for those children moving from primary Year 6 to Year 7 to a secondary school. **Applications must be received by 31 October 2019 direct to Essex County Council.** Applications submitted online or received by post after this date are therefore treated as being late by Essex County Council. Applications for school places are being deemed as being on time being received on or before 31 October 2019.

If you do not make your application on time, you may receive an offer of a secondary school place for your child from Essex County Council which will be the closest secondary school which has a place available should your local or feeder secondary school be oversubscribed from on-time applications received.

All Parents/Carers must apply for a secondary school place in this instance by completing the Essex Common Application Form. This can either be completed online or you can use the printed form. For full details of dates, procedures and the online application process please visit <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx> There is no automatic transfer from a feeder primary school to secondary school without an application being made for a secondary school place, and being received on time.

Parents/Carers can express preferences for up to six schools, both in and out of Essex, in the order in which they would like them considered. On 1 March 2020, parents/carers will be sent, by Essex County Council, one offer of a place at the highest preference school that can be met.

## **How to apply for a Mid-Year place at The Colne Community School and College (for students transferring school during Years 7-11)**

Parents/Carers should complete The Colne Community School and College Mid Year Application Form for a Secondary School place and return it directly to:

The Colne Community School and College  
Church Road  
Brightlingsea  
Essex CO7 0QL

The Head of School will write to you to confirm if a place is available. If a place is not currently available you will be given the opportunity to join a waiting list. Waiting lists are disbanded at the end of each academic year. If you would like to view the school as a prospective parent - please do not hesitate to contact the school on 01206 303511 and we can arrange a guided tour.