

PARENT CARER OF YEAR 6 PUPIL

Education - Inclusion Service Admissions Team

Core 1, Floor 4
Civic Offices
Guildhall Square
Portsmouth
PO1 2EA

Phone: 023 9268 8008
(Initial contact will be the City Helpdesk)

Email: Admissions@portsmouthcc.gov.uk
www.portsmouth.gov.uk/schooladmissions

Dear Parent/Carer

Our Ref: SEC 2026 4 September 2025

TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2026

Our records show that your child is at the age to transfer to secondary school in September 2026.

If you are a Portsmouth resident and wish to secure a place for September, you are required to complete a Portsmouth application. From 8 September 2025 until 31 October 2025 you can apply online for a secondary school place by visiting our website at [School admissions - Portsmouth City Council](https://www.portsmouth.gov.uk/schooladmissions)

You can apply for any school, whether it is in Portsmouth or another Local Authority. **(Please see below if your child is looked after by the Local Authority, has an Education Health and Care Plan (EHCP) or you are a resident outside of Portsmouth).**

To confirm the catchment school for your home address please visit the Portsmouth City Council website at [Secondary schools information and catchment areas - Portsmouth City Council](https://www.portsmouth.gov.uk/schooladmissions)

Your child's current year group is a large cohort so you will be invited to express up to six preferences. We strongly recommend you put as many preferences as possible and include your catchment school(s) as one of those preferences. Putting just one or two preferences does not strengthen your application for those preference schools.

For further information about the admission process, we recommend you read our 'Information for Parents Booklet 2026/2027' on our website at [School admissions booklet - Portsmouth City Council](https://www.portsmouth.gov.uk/schooladmissions) or contact the Admissions Team via admissions@portsmouthcc.gov.uk or on 023 9268 8008.

We also recommend you read the "Hints and Tips for Secondary Transfer" on the website.

You can check the pattern of applications for last year in the 'Information for Parents Booklet 2026/2027' on our website at [School admissions booklet - Portsmouth City Council](https://www.portsmouth.gov.uk/schooladmissions). If a school is oversubscribed with applications, we will use the criteria in the school's admission policy to allocate the places. You can view a summary of the admission policies for each school in the booklet. Please note that having an admissions criterion for the school eg, sibling link or catchment, may help with your application **but does not guarantee a place in the school.**

If you do not have the internet at home, you can access the internet at any city library. [You will need an active email address.](#)

Your address will be checked against records we hold for your child and against the Council Tax records. We may also require you to submit proof of address on request.

The closing date for on time applications is 31 October 2025 at 23:59:00. Applications received after this date will be considered as 'late' and processed after on time applications have been considered and allocated.

IF YOU ARE RESIDENT OUTSIDE OF PORTSMOUTH

You need to contact your home Local Authority or visit their website for information on applying for schools and the admission process for September 2026. If you wish to apply for a Portsmouth school, you will need to do so via your home Local Authority's application process. The Portsmouth 'Information for Parents Booklet 2026/2027' will still be useful to you and can be accessed on the Portsmouth City Council website at [School admissions booklet - Portsmouth City Council](#)

IF YOUR CHILD IS IN THE CARE OF THE LOCAL AUTHORITY

Please contact your Social Worker who should submit the application.

IF YOUR CHILD HAS AN EDUCATION HEALTH AND CARE PLAN (EHCP)

Please contact the SEN Team for advice regarding your child's transfer. The SEN Team can be contacted at sen.education@portsmouthcc.gov.uk If your child has an EHCP, you are not required to submit an application through the process explained at the top of this letter.

Please contact the Admissions Team on 023 68 8008 or email admissions@portsmouthcc.gov.uk If you require any further information or assistance with the admissions process. We will also be available at the Open Evenings to answer any questions about the admissions process.

Regards

Admissions Team