



Meeting Individual Needs

15 October 2020

Dear Parents / Carers

Please find attached a letter from the Local Authority School Admissions Team, outlining the procedure that you need to follow in order to secure a secondary school placement for your child from September 2021.

The online application form for 21/22 will be available via the Local Authority website, www.telford.gov.uk/admissions

The school admissions website page contains lots of information around school admissions, together with a link of how to apply and also step by step guidance information to help you through the process www.telford.gov.uk/admissions

In order to complete the application you will require a 'My Telford Account'. If you do not already have one, the website provides you with guidance on how to set one up.

If you experience problems with signing into your My Telford Account please contact mytelfordenquiries@telford.gov.uk

However, if you have problems with the application itself please email the School Admissions Team at admissions@telford.gov.uk

If you have any questions, or would like to speak to us regarding an appropriate choice of secondary school, please do not hesitate to contact Lynne McCormack (Deputy Head Teacher) or myself and we will be more than willing to help you.

When you access the admissions website there will be a drop down menu that will give you a choice of Special Schools once you have indicated that your child has an Education Health Care Plan.

Yours sincerely

G Knox (Mrs)
Headteacher