Cumberland Council

School Admissions and Appeals
PO Box 415
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Cumbria
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cumberland.gov.uk

September 2025

The parent/carer of a Year 6 pupil

Dear Parent/Carer

Transfer to Secondary School in September 2026

As your child is due to transfer to secondary school in September 2026, you can apply for a Year 7 place online at: www.cumberland.gov.uk. **The online application system [Citizen Portal] will be available from the 3 September 2025**

There are several benefits to applying online, including:

- it is quick and easy.
- you will receive an acknowledgement by e-mail that your application has been submitted.
- you can find out which school your child has been allocated by 9am on National Offer day.

Please see the leaflet "Transfer from primary or junior school to secondary school in September 2026" for further information. Available on the council's website www.cumberland.gov.uk.

If you are an existing user of the Citizen Portal, it is important that you check that your own personal details, particularly the address details, are correct and up to date, as well as those of your child.

If you are unable to apply online, you can still apply using a paper form (SA3). You can download this from the website or alternatively you can contact the School Admissions and Appeals Team to request a copy.

Important information about schools and the application process is contained in the booklet 'Transfer to secondary school in Cumbria – September 2026'. Please read this before applying. You can download a copy of the booklet at www.cumberland.gov.uk If you don't have access to a computer, you can also view copies of the booklet in local primary, junior and secondary schools as well as libraries.

You must submit your application by 31 October 2025. If your form is late, it may seriously affect your chances of being allocated a place at one of your preferred schools.

Yours faithfully

School Admissions