



**Education - Inclusion Service  
Admissions Team**

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PO1 2EA

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

Email: [Admissions@portsmouthcc.gov.uk](mailto:Admissions@portsmouthcc.gov.uk)  
[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)

Our Ref: JUN 2026      3 November 2025

**PARENT CARER OF YEAR 2 PUPIL**

Dear Parent/Carer,

**TRANSFER TO JUNIOR SCHOOL - SEPTEMBER 2026**

Our records show that your child is at the age to transfer to junior 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 3 November 2025 until 15 January 2026 you can apply online for a junior school place by visiting our website at: [Apply to transfer to junior school - Portsmouth City Council](#)

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).**

If you wish to apply for a Year 3 place in a **primary** school (except Wimborne Primary) for September 2026, you must apply through the **in-year application process**. See pages 9 and 11 of the 'Information for Parents Booklet 2026/2027' on our website at: [School admissions booklet - Portsmouth City Council](#). Please note applications for Year 3 places at a primary school to start in September 2026 **will not be processed until the first week of June 2026**. We recommend you apply for a junior school place now and, if we are able to offer a place at the primary school later in the year, we can withdraw the junior school place for your child. If we are not able to offer a place at the primary school, you will still have a place for your child at a junior school in September 2026.

To confirm the catchment school for your home address please visit the Portsmouth City Council website at: [Find your school catchment area - Portsmouth City Council - Search - Section 1 - My Portsmouth](#)

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](#) or contact the Admissions Team via [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk) or on 023 9268 8008.

If you do not have 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 15 January 2026 at 23:59:00.** Applications received after this date will be considered 'late' and processed after on time applications have been considered and allocated.

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](#). 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 e.g. sibling link or catchment, may help with your application **but does not guarantee a place in the school.**

#### **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](mailto: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](mailto:admissions@portsmouthcc.gov.uk) if you require any further information or assistance with the admissions process.

Yours faithfully



On behalf of Admissions