**Guide to applying for Year 7 Secondary School Online.**

1. Log onto Cornwall Council Admissions website

<https://cornwall.cloud.servelec-synergy.com/SynergyWeb/School_Admissions/>

1. Click on the section “Click here to start your application”.

A screenshot of a computer

Description automatically generated

1. Create your account with your details – you may already have one from applying to Junior School

(If you already did this for Year 3 - Try your email address to log in and select forgotten password)

* Add in your details (applicant)
* Add in your child’s details
* Select Secondary Transfer Sept 2024
* Select 2-3 secondary schools that you wish your child to attend, in order of preference

A screenshot of a computer

Description automatically generated

1. Ensure you add in any reasons and proof of address (if needed)
2. Keep clicking through until it says you have successfully applied
3. The final page will show your Admissions account with your child’s application – submitted to LA.

The earlier you apply, the more chance you have of receiving your first-choice school.

We are aware that this is a large year group, so places will fill up very quickly.

Please apply as soon as possible from Tuesday 6th September.

Applications close by Tuesday 31st October.