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

**Contact details for admissions if you need them:**

**0300 1234 101**

[**schooladmissions@cornwall.gov.uk**](mailto:schooladmissions@cornwall.gov.uk)

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”.

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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

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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.

**Applications close on Thursday 31st October 2024.**

**You will be emailed about your child’s placement on Offer Day Monday 3rd March 2025.**