



Northumberland County Council

All Parents/Carers of students
In Year 6

Your ref: Admissions - Phase Change

Our ref: LF0926

Enquiries to: Admissions Team

Email: schooladmissions@northumberland.gov.uk

Tel direct: (01670) 624889

Date: 17 September 2026

Dear Parent or Carer

Phase Change September 2027 - Admissions Portal Open 12 September 2026

Your child will be moving into the next phase of their education in September 2027. Northumberland County Council co-ordinates all phase change applications for all schools and academies in the county, therefore you need to apply for the schools/academies that you would prefer your child to transfer to in **September 2027** via the Council's Admissions Portal **between 12 September and 31 October 2026**.

- The link to the Admissions Portal is here [Admissions Portal](#)
- Guidance on how to use the portal is available here: [Guide to Applying Online via the Admissions Portal](#)
- A handy guide providing further information about applying online is available here: [School Admissions Leaflet for applications for schools 2027/28](#)
- Information on school admissions policies, the admissions process and details of individual middle, high and secondary schools and the Admissions Handbook are available here: [School admissions, places & appeals](#).
- We advise that you read the Admissions Handbook carefully before applying on the portal, but if you have any further questions on admissions then please contact the Admissions Team via the email provided above.

Please note that if your application for a place for your child is submitted **after 31 October 2026 it will be classified as late** and will not be considered until all other on-time applications have been allocated – this may jeopardise your child's chances of securing a place at your preferred school or schools.

Yours sincerely

Lorraine Fife
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