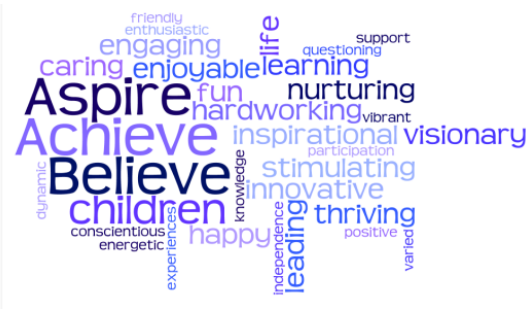


Coppice Primary School
Head of School: Mr M Fernandez
Executive Headteacher: Mrs C Pike
Manford Way, Chigwell, Essex, IG7 4AL
T: 020 8708 0740
E: admin@coppice.redbridge.sch.uk
www.coppice.redbridge.sch.uk

September 2025

Dear Parents / Carers,

Re: Secondary Transfer Applications 2025 - 2026

As you may be aware, you are currently able to start applying online for your child's Secondary School place for September 2026. This is an important and exciting time and it is therefore necessary to think very carefully about which school will suit you and your child best. You should visit as many schools as possible during the open evenings.

As part of the application process you are able to choose **up to 6 schools,** and we would strongly advise you to choose at least 4 schools. The deadline for completing your application online is **Friday 31st October 2025.** After this date, your application will be treated as a late application. **When you are ready to start the application process you will need to log on to:**

https://www.eadmissions.org.uk/eAdmissions/app

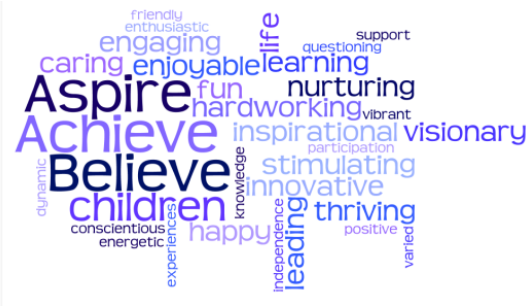
Once you have applied online you will then be given a reference number. This is your confirmation you have successfully submitted your application. To complete the process you will be required to upload proof of your address with the below documents:

- **Council Tax Bill**
- **Recent Utilities Bill (original)**

For further information and details of open days please visit the below link where you are able to download the 'Admissions Guide' for Redbridge:

https://www.redbridge.gov.uk/schools/secondary-school-admissions/

A representative from the Redbridge Admissions team will be joining us in school on **Tuesday 7th October at 2pm** to speak with parents/carers and talk through the process of applying for a school place, what to expect, the key dates to remember and other useful information on the process. If you would like to attend, please arrive at the school office by 1:50pm to sign in.



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If you have further questions, please do not hesitate to make contact with the school office where we will be happy to support you through this process.

With warm regards,

Mr Fernandez & Mrs Arnold-Brown