

SECONDARY TRANSFER - THE PROCEDURE

Thursday 12th September at 9.15 a.m.

Meeting for all Year 5 and Year 6 parents to discuss the process

Only Year 6 parents are required to take further action this year regarding applications to schools.

September & October 2019

Both Year 5 and Year 6 parents do their research:-

- apply for brochures and prospectuses
- select schools to visit
- attend Open Days and Open Evenings

We will put as much information as we can on the Secondary Transfer Notice Boards outside Class 6G.

Year 6 parents:-

Friday 18th October - Ms. Swain will be available to meet any parent who wishes to discuss their options prior to completing their forms online or on paper. If you wish to arrange a meeting with Ms. Swain, please speak to Auriel and she will arrange an appointment time.

Please note that the closing date for applications, whether on-line or on paper, is **31st October 2019**. **However, we strongly advise you to submit your application before half-term, on Friday 18th October 2019.**

If you prefer to complete a paper application form, please contact the Admissions Team on 0207 745 6432 or school.admissions@rbkc.gov.uk.

Monday 2nd March 2020

The offer of one place will be made to your child on 2nd March. Online applicants will receive an email on the evening of 2nd March. Paper applicants will receive their letter the following day.

THE APPLICATION PROCESS

Parents are now encouraged to complete application forms online, and these can be accessed at:

www.rbkc.gov.uk/schools/admissions

You must complete the form from the Local Authority (LA) /Borough in which you live. As the online admissions site is Pan London, all LAs are linked to the same site. The online site will recognise postcodes and identify the correct LA so you can access the relevant form. Online applicants will then receive an email receipt, or a text alert if you have registered your mobile phone number. You will also be informed of the outcome of your online application on the **evening of 2nd March**.

If you prefer to complete a paper form, you should contact the Admissions Team at your respective town halls. It is essential that you use the form of the LA/Borough in which you live,

You will be invited to name six schools and to rank them in order of preference. You do not have to name as many as six schools if you do not wish. However, it is wise to give at least four preferences, in case your first preference is unsuccessful.

If you apply for a place at a voluntary aided (or “church” school) you will also have to complete a separate application form for that school. This can be downloaded from the relevant school’s website, or a paper copy obtained from the relevant school. They will ask you questions about religious affiliation, church attendance, etc. You will need to get this form from the voluntary aided schools to which you wish to apply; be sure you know the return date for the school form and where it should be sent. **These forms should not be sent to the LA.** However, you must complete your “home” LA’s Common Application Form **as well**, or else your child cannot be included in the transfer process.

CHELSEA ACADEMY

They will be offering 50% community places and 50% foundation places. If you are applying for a community place, you simply have to use the Common Application Form (mentioned above). If you are applying for a foundation place, you will need to complete the Academy’s own form as well.

THE TRANSFER PROCESS

The deadline for your completed Application Form is **31st OCTOBER**. **However, we strongly advise you to return your forms before half-term, on Friday 18th October 2019.** Each “home” LA will then manage the co-ordination process for its own residents and will begin by considering the applications for its own schools. Applications for schools in other boroughs will be sent by the “home” LA/Borough by computer to the LA which maintains those schools.

The Admission Authority for each of the schools which parents have listed as a preference, will then determine whether a place can be offered there.

- The Admission Authority for Community Schools is the Local Authority
- The Admission Authority for voluntary-aided schools is the individual school’s Governing Body

The scheme does not affect the existing right of voluntary-aided schools to decide which pupils they will offer places to. However, these schools will have to make their offers through their LA and will not be able to make them in advance of other schools.

Where a school has more applications than it has places available, the Admission Authority will use the school’s published admission criteria to determine the order in which applicants will be offered places.

Each LA will, in this way, work out which pupils can be offered places in the schools in its area, and will exchange this information with other LAs, hopefully holding the highest preference on the parent’s form and releasing all other lower-preference offers, so that these places can be offered to other applicants. This will continue until LAs are in a position to make the single best offer to parents using all available places.

This offer, whether for a community school, a voluntary-aided school or a school in another LA, will be made to their residents by all the LAs on the same day
Online applicants will receive notification on the evening of 2nd March 2020.

It is hoped that most pupils will be offered a place at a school for which their parents have expressed a preference. If you are not happy with what is offered your child, the right of appeal to an independent panel will continue to exist.

If you have any questions about the system, please feel free to ask me,
or contact the Royal Borough Admissions Team:

Telephone: 0207 745 6434 **Email:** school.admissions@rbkc.gov.uk
www.rbkc.gov.uk/schools/admissions

INDEPENDENT SCHOOLS

If you are applying to an independent school, there will be entrance exams, deadlines for registration and a registration fee to be paid. The deadlines are normally the beginning of December. Many schools offer scholarships and bursaries to academically able children, so do ask the individual schools about schemes which may be available. However, these places are few and far between, so please consider your financial situation carefully before applying. Please make sure that you fully understand the application and admission procedures for each independent school, as they can vary considerably.

FURTHER INFORMATION

“The Good Schools Guide” and “The London Schools Guide”, are available from Amazon.

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SECONDARY SCHOOL

MAKING AN INFORMED DECISION

- **Admissions criteria – read carefully – does your child meet them?**
- Don't rely on word of mouth – go and find out for yourself.
- Collect all available information (prospectus/open days and evening)
- Aims and values – what does the school stand for?
- Curriculum and organisation – teaching methods/ability grouping/special needs support/able children support/options for 14 to 16 year olds/6th form.
- Results – exams/attendance/pupil destinations after leaving school
- Behaviour/uniform/homework/charging policies
- How will your child travel to school?
- What is the range of after school activities?
- What does your child want?

Always consider your nearest school

You can apply to any number of schools, but always have at least one realistic option

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