

SECONDARY SCHOOL TRANSFER INFORMATION

St. Edmund's Catholic Primary School

'Together we learn and grow through worship and celebration.'

KEY DATES

- **SEPTEMBER/OCTOBER** – Secondary school open days (dates from school office and on school websites)
- **1ST SEPTEMBER** - Applications are open. Common Application Form to the LA School Applications and supporting documents directly to selected schools
- **31ST OCTOBER** - **Closing date** for applications to LA. Check closing dates for individual schools! Recommended date for applications 20th October
- **1ST MARCH** - Offer Day **outcome letters** sent to parent/carers. If you apply on-line, you will be sent an e-mail that evening and no hard copy letter
- **MAY - JUNE** - Admission appeals heard during this period
- If you are a Richmond resident you apply to Richmond. www.eadmissions.org.uk
- If you are a Hounslow resident you apply to Hounslow. www.hounslow.gov.uk/admissions
- Applications should also be made to *every* school you are interested in applying to
- Legislation requires that LA's co-ordinate application to ensure that only one offer is made per child (Independent Schools operate outside this system)
- If you require a paper form they can be obtained directly from the LA, they are no longer sent to primary schools. They must have correct postage when returned to the LA - if they are received after the closing date they will be considered 'late'.
- Your Home LA will pass on data to other LA's if a preference has been made for a school in that LA (and vice versa)
- All preferences will be considered in accordance with the relevant [schools' admissions criteria](#)

COMMON APPLICATION FORM and Supplementary Forms

- You can make 6 ranked preferences
- Include sibling details
- Provide proof of residence
- Give reasons for preferences: faith based education, medical, social, single sex education
- Look closely at [admissions criteria](#) for all schools in which you are interested
- Any queries re criteria? - Contact your home LA's Admissions Section or the school(s) concerned directly – they will be able to help you

LATE APPLICATIONS

- Applications received after the closing-date (**31st October**) are regarded as LATE and will only be considered after 'on-time' applications
- If your application is late, you will limit your chances of gaining a place at your preferred school(s)

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS (SEN)

- Still complete the secondary transfer form online
- Places for children with statements of SEN are allocated via the home LA SEN panel
- Check with LA SEN panel if worried or need clarification

PREFERENCES NOT MET?

- If you have not been offered any of your preferred schools but live in Richmond Borough, you will be offered an alternative place at a Richmond LA school
- If you have not been offered any of your preferred schools and do not live in Richmond Borough then you need to check with your home LA that you will be offered an alternative setting

WAITING LISTS

- If you have not been offered your 1st, 2nd or 3rd preference, your child's name will automatically be added to both (all) schools' waiting lists
- You may also request, in writing, for your child to be added to any other school's waiting list
- Priority is given in accordance with the appropriate admissions criteria; but at this stage....
- ...late applicants will be included, so...
- a child's position on any list can move DOWN as well as UP

APPEALS: Held May – June

- If you do not receive an offer of a place at your preferred school(s), you have the right of appeal
- You may appeal for a place at more than one school, including those for which you did not initially/originally apply
- Any letter of refusal will remind you that you can appeal to the maintaining LA or school
- The appeals process has no impact on your child's position on waiting lists
- Appeals are heard by an independent appeal panel

CATHOLIC SECONDARY SCHOOLS

- Visit the school
- Collect their Admissions Criteria and the Supplementary Forms.
- These are on most schools websites along with the Priest Reference Forms.
- Remember, the Supplementary Forms, including Priest Reference, must be returned directly to the Catholic Secondary School. **THE DATE THAT THIS FORM MUST BE RETURNED SHOULD BE CHECKED WITH INDIVIDUAL SCHOOLS! THEY USUALLY ASK FOR THEM THE WEEK BEFORE HALF TERM.**
- The DCSF numbers for the Catholic Secondary Schools are as follows:
- St Richard Reynold's Catholic Secondary School – 318 9901
- Gunnersbury Catholic Secondary School– 313 5401
- Gumley House Convent School – 313 5400
- St. Mark's Catholic Secondary School – 313 4800
- St. Paul's Catholic College – 936 5411
- The Cardinal Vaughan Memorial School – 207 5402
- The London Oratory – 205 5400
- Sacred Heart High School for Girls – 205 4620
- Please note that St. Edmund's Catholic Primary School is in the Upper Thames Deanery
- The Diocese of Westminster has a website that you might find useful www.rcdow.org.uk/education which has a link to their Catholic Secondary Prospectus

ADMISSIONS

- Richmond Borough Civic Centre, 44 York Street,, Twickenham TW1 3BZ
Telephone: 020 8891 7535/7587 E-mail: education.admissions@richmond.gov.uk
www.richmond.gov.uk/schools
- Hounslow School Admissions Team, Civic Centre, Lampton Rd, Hounslow TW3 4DN
Telephone: 020 8583 2721/2711 admissions@hounslow.gov.uk
- Hammersmith & Fulham: 020 8753 3643/3664
- Kingston: 020 8547 4610

Websites/dates/phone numbers were correct at time of publication