

SECONDARY SCHOOL TRANSFER

*St. Edmund's Catholic
Primary School*



KEY DATES



- *SEPTEMBER/OCTOBER*
secondary school open events
- **31st October**
closing date for receipt of application forms
- **1st March**
application outcome to parents
- **15th March**
closing date for receipt of acceptance slip

Application Process



- *Legislation requires L.A.'s to co-ordinate applications with each other*
- *Aim: to ensure that only one offer is made per child*
- *Collect application forms from schools you are interested in.*
- *Application is two-fold*
 - *Apply on HOME LA form electronically*
 - *Send paper applications to each school you are applying to*
- *List your 6 ranked preferences*
- *Include sibling details*
- *Provide proof of residence*
- *Give reasons for preferences: medical, social, single sex education, Catholic education*
- *Home LA will pass on data to other LA's if a preference has been made for a school in that borough and vice versa.*
- *All preferences will be considered in accordance with individual schools' admissions criteria*

LATE APPLICATIONS



- *Forms received after the closing-date 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)



- *Children with a statement of SEN will already have been asked to express a preference. The pupils application will be considered under SEN Regulations. Parents/Carers should NOT submit an application.*
- *Pupils 'under assessment' should submit applications in the normal way.*

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 the waiting lists of those schools that were on your original list – however check!*
- *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...*
- *...late applicants will be included, so...*
- *...no account will be taken of date of application*
- *therefore: a child's position on any list can move DOWN as well as up*

APPEALS



- *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 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 the admissions criteria and the Supplementary Forms.*
- *Remember, the Supplementary Forms must be returned directly to the Catholic Secondary School.*
- *We have invited representatives from...*
 - *St Mark's*
 - *St Pauls*
 - *St Richard Reynolds*
 - *Gumley House*