

# Moving On Up....



## DHJS Quick Guide to the Secondary Transfer Admission Process for September 2020 Entry

Secondary Transfer is your child's next chapter in their educational career and an important 'family milestone' which requires some careful thought, planning and decision making.

### Pre-Application:

There are many areas for you to consider in selecting a secondary school –

- Size of school, intakes vary considerably
- The distance your child will need to travel
- Single sex/mixed
- Is there 6<sup>th</sup> form provision, will you choose to move your child later
- Are you looking for a school with a specialism eg, maths, science, the arts etc...
- Can the school cater for your child's specific needs
- Possible future plans of the school eg, expansion, new buildings/resources
- Scholarships
- Private/independent schools

You will want to gather as much information as you can to support your decision. Look at –

- Websites
- Latest Ofsted report
- School brochures/leaflets
- Attend a tour of the school
- Local Authority Information. For Southwark Secondary Schools:  
[file:///N:/Secondary%20brochure%202020-21%20\(final\)%20\(2\).pdf](file:///N:/Secondary%20brochure%202020-21%20(final)%20(2).pdf)

**LOOK AT THE ADMISSIONS CRITERIA WITH CARE. THERE IS NO POINT APPLYING TO A SCHOOL IF YOUR CHILD DOES NOT FIT THE CRITERIA.**

**Children visiting schools within the normal 'core' school day:** Within reason, and depending on current levels of attendance, children may be granted time off for visiting schools, taking entrance exams, or for participating in an educational activity at the prospective secondary school. Always email in advance to request permission for these absences via the school office.

### Application – State Secondary Schools:

- The application window is now open. **Thursday 31<sup>st</sup> October 2019, 11:59pm** is the absolute closing date for submitting an application. Southwark recommend that you submit by Friday 18<sup>th</sup> October 2019, so that your application is received before the half-term break, giving them time to contact you if necessary.
- Applications are made online

- If you are a Southwark resident, you must apply online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)
- If you live in another borough, you must complete the admission application for the borough in which you live, even if you would like to apply for a school in Southwark
- If you have applied using e-admissions previously eg, for entry into Y3 or reception, you will need to locate your username and password. Do not leave finding this information until the last minute! **If you have not accessed e-admissions within the previous three years, you will be required to re-register to gain access.**
- When applying, you can express a preference for up to six schools, whether they are in Southwark or in another borough. Unless you are absolutely sure your child will get into your preferred school of choice according to the admissions criteria eg, you live incredibly close by, **we strongly recommend that you do not just list one school.**
- Some schools request a SIF (Supplementary Information Form) which you must complete if any of your listed schools require this. They will need to be completed, signed and returned directly to the school. Your application will not be accepted unless all SIF details are also complete as necessary.
- You can make changes to your online application up until the closing date
- After the closing date, your last submitted version of your application will be the one that is accepted

Please note: if your child has an **Education, Health and Care Plan**, the local authority SEN team will coordinate your application. Further information can be obtained by contacting the team directly:

020 7525 4278

[sen@southwark.gov.uk](mailto:sen@southwark.gov.uk)

[www.localoffer.southwark.gov.uk](http://www.localoffer.southwark.gov.uk)

**Your timeline is different to the standard route. Please note the date of 21<sup>st</sup> October 2019 for returning the secondary transfer form to the SEND team.**

#### Post-Application:

National Offer day for state secondary places is **Monday 2<sup>nd</sup> March 2020**

- If you apply on time, you will receive your child's offer of a school place by **5pm**. This email will also include information on what to do next.
- You can also view the outcome of your application during the evening at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)
- If your child is not offered your first preference, do not panic. Waiting lists do move considerably. You will automatically be placed on waiting lists for any schools you listed as higher preferences to your offered school.
- Appeals: check the details with individual schools, including the timeline/dates of appeal hearings

For any further school admissions information or advice, you can email the Southwark school admissions team at: [schools.admissions@southwark.gov.uk](mailto:schools.admissions@southwark.gov.uk) or call on: 020 7525 5337.