

INFORMATION FOR PARENTS ABOUT SECONDARY TRANSFER SEPTEMBER 2019

The London Admission System for the transfer of pupils to Secondary schools is generally referred to as The Pan London Scheme. The scheme requires Local Education Authorities (LAS) to co-ordinate all the applications for all schools in its area and to co-operate with other LA's so that each parent in London receives the offer of one place only on the same date, each year.

The scheme affects all admissions to all state maintained Secondary schools. This includes Voluntary Aided schools. Catholic Schools are Voluntary Aided schools so as parents with children at a Catholic Primary school you need to know how this will affect you and your child.

You will be asked to complete an application form giving a list of schools that you would prefer your child to go to in September 2019. This form is called The Common Application Form (CAF) and is completed online. It is essential that you use the form of the LA in whose area you live, which is available online via their home council's website e.g www.westminster.gov.uk/admissions. You do this even if the schools you wish to apply for are in another LA's area. If you do not use the form of your 'home' LA your application will not be considered.

The Common Application Form will invite you to name up to six schools, including academies, and to rank them in **order of preference**. You need to think about this carefully.

All of the preferences given on the Common Application Form will be considered against the admissions criteria for the schools concerned. If your child is eligible for a place at more than one school, your child will be offered a place at the school, which you have ranked the highest on your form. You do not have to name as many as **six schools** if you do not wish but there is no advantage in naming fewer than six, or by naming a school more than once. It is sensible to give as many preferences as you can in case your first preference, then your second preference and so on are unsuccessful. The LA advise you to choose at least three schools.

N.b This does not include independent schools. If you wish to apply to the independent sector this is a separate, equally as competitive process.

APPLYING TO CATHOLIC SCHOOLS

If you wish to apply for a place at a Voluntary Aided School i.e. a Catholic Maintained Secondary school (this would equally apply to Church of England Schools) you will also need to complete a separate 'Supplementary Information Form' (SIF) for that school. This form needs to be collected directly from the school or their website.

This form will ask you questions such as whether your child and you as parents are baptised Catholics, whether you regularly attend Sunday Mass. The questions, information and the evidence required will vary from school to school. It will depend on the school's over-subscription criteria. The evidence required will generally be a Baptismal Certificate for your child and a reference from a priest. Please be aware that the date of the baptism can be crucial e.g. within six months of birth. Any other information or documentation requested is only that which is necessary to operate a particular criterion. In recent years the criteria for some very popular schools have become simpler but this increases the number of pupils competing for the places. Some schools now use a lottery as part of their oversubscription criteria so even if you meet all the requirements you are not guaranteed a place.

You will need to read the criteria for each school you wish to apply for, **very carefully**, as this will help you to understand how well you meet the criteria as to whether or not you have a **realistic chance** of being offered a place at that school. Be aware that the criteria can change every year.

The Supplementary Information Form will be available from the Voluntary Aided Schools. The form for each school will be different as it is particular to that school. You need to make sure of the date for the return of the form, which will be to the school not the LA. The LA may have an agreed date for this with the Voluntary Aided Schools in its area. It may be the same date as the return of the Common Application Form to the LA but it could be earlier. It is important to check this. Remember-the Common

Application Form is returned to your 'home' LA. The Supplementary Information Form is to be returned to the Voluntary Aided School where you wish to apply for a place. You need to make sure that you have completed and returned a Supplementary Information Form for each of the Voluntary Aided schools that you have listed on the Common Application Form.

Some schools also have supplementary forms if they have a specialism e.g. sports focus and evidence will be needed for involvement in these activities-certificates and references.

You need to remember to list every school you wish to apply for on this form whether it is a community school or voluntary-aided school. Both Forms are essential for the Secondary Transfer process. If you do not fill in a Supplementary Form for EVERY Catholic school you are applying for AND list them on the CAF, your application will not be valid.

It is important that as well as your preferred school you choose a good 'back up' school that will be a suitable alternative if you are not successful at your ideal choice. If you do not include a back up and your applications elsewhere are unsuccessful your child will be offered a place at a school that still has places.

THE PROCESS

Each 'home' LA will then manage the co-ordination process for its **own residents** and will begin by considering applications for all schools in its area. Applications for schools in other boroughs will be sent by the 'home' LA by computer to the LA that maintains these schools.

Some schools 'band' pupils before applying their criteria. A test may be sat for banding purposes. This is not on academic ability but on Cognitive Abilities. So whatever band they are in is due to:

- a) their score in relation to who else has applied
- b) their CAT score: not their attainment in school.

The Admission Authority for each of the schools that parents have listed as a preference will determine whether a place can be offered at that school. The Governing Body is the Admission Authority in a Voluntary Aided School. The LA is the Admission Authority for a Community School. 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 make their offers through the LA and cannot make them in advance of other schools. Where a school has more applications than places available, the Admission Authority will use the school's published admissions criteria to determine the order in which applicants will be offered places.

For all children the Admission Authority will advise the LA of the status of the application against its admission criteria and will provide a list of children being offered places and any not. This will enable the LA to work out which pupils can be offered places in its area and will exchange this information with other LA's.

The LA will hold the **highest preference** on the parent's form and will release all other lower preference offers, so that these places can be offered to other applicants. This will continue until LA's 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 sent to their residents by all the LA's on the same day, **1st March 2019** (usually by e-mail at 5:00p.m.).

OTHER INFORMATION

Admission Code of Practice 2007-Must not give higher preference for 'first choice applicants' or give interviews. Though this may seem like good news and to offer you more choice it means that more children will be competing for places at the same schools.

The New Schools Admissions Code, by law from 2012, which took effect for admissions for Entry in September 2013, states that schools must take all reasonable steps to inform parents of the outcome

of tests before the closing deadline for applications. This includes grammar schools so you must check these dates carefully a.s.a.p. as they will be very early.

Key Dates: (tbc)	
May-July 2018	Research schools (internet/OFSTED reports/schools guides). Talk to year 6 pupils & parents Some tests and interviews will start
11th July 2018	Meeting for year 5 parents only (ready for Year 6) with Miss Coleman to receive up to date information and check understanding of the application process
July-October 2018	Open days and evenings at secondary schools (and aptitude tests / entrance exams)
October 2018	Meetings with Miss Coleman and Mrs Gardner-Sharp to discuss choices/complete forms
31st October 2018	Closing date for applications (return of CAF) to 'home LA'
Check carefully!	Closing date for receipt of 'Supplementary Information Form' to each Voluntary Aided school applied for (usually same as for CAF but earlier for places requiring a test).
1st March 2019	Single offer to each LA resident who applied before the closing date.

NOTIFICATION TO PARENTS

On the same date, Wednesday 1st March 2019, parents will be informed of their highest offer of a school place, whether they are for LA Community Schools or Voluntary Aided Schools. This does not guarantee that all children will be sent offers. Where the LA is not the admissions authority the LA will make the offer on behalf of the admissions authority concerned. The reason for the parent not receiving a higher ranked preference can be obtained from the relevant Admission Authority.

If an applicant is without an offer of a place at one of their preferred schools they will be allocated a place at a school with a vacancy. Included in the offer letter will be information about the parents' statutory right of appeal. The appeal is made to the relevant admission authority, which refused the offer of a place. When the offer letter is sent out an accept/decline form will be sent out to parents to return to the home LA. Parents have the right to appeal the decision made by the secondary school but this can be very stressful and it is rare that appeals are successful.

It is important to accept the place straight away, especially for independent schools as they have previously offered more places that they have available. If you do not respond you will lose your place.

WAITING LISTS

Parents will be informed about how waiting lists will operate in their LA. The waiting lists for all Voluntary Aided Schools will use the existing criteria on which the original decisions were based, i.e. they will give priority to applicants according to the degree they met the schools published over-subscription criteria. Please note that some waiting lists do not come into operation until the outcomes of any appeals.

SUPPORT

We are here to support you through this process so please feel free to make an appointment to see Miss Coleman at any time. Other parents who have already been through the process are another great source of support. There are also numerous organisations e.g. the Advisory Centre for Education www.ace-ed.org.uk

SECONDARY TRANSFER 2009-2018

2018	SCHOOL	NUMBER OF PUPILS
	Cardinal Vaughan	3
	The Charter School	1
	Finchley Catholic High	1
	Grey Coat Hospital	2
	Gunnersbury Catholic School	1
	La Sainte Union	1
	Marylebone Boys' School	4
	St. George's Catholic School	3
	St. Marylebone School	6
	<i>St. Thomas More</i>	2
	City of London Girls	1
	City of London Boys	1
	Haberdashers	1
	Queen's College	1
	St. Benedicts	1
	UCS	1

2017	SCHOOL	NUMBER OF PUPILS
	Grey Coat Hospital	1 (EHC)
	Gunnersbury Catholic School	1
	Holland Park	2
	London Oratory	2
	Maria Fidelis	1 (EHC)
	Marylebone Boys' School	2
	Sacred Heart Catholic High School (H&F)	4
	Sion Manning	1 (allocated)
	South Hampstead	1
	St. George's Catholic School	3
	St. Marylebone School	3
	St. Michael's Grammar	2
	UCS	1
	Westminster Under School	1
	Wetherby	2
	William Ellis	1

2016	SCHOOL	NUMBER OF PUPILS
	Bishop Challoner Catholic Collegiate School	1
	Bishop Ramsey (Ruislip)	1
	Camden School for Girls	2
	Cardinal Vaughan Memorial School	2
	Grey Coat Hospital	1
	Gunnersbury Catholic School	2
	La Sainte Union	2
	Marylebone Boys' School	2
	Sacred Heart Catholic High School (H&F)	2
	St. George's Catholic School	2 (but one returning to home country)
	St. Marylebone School	6
	UCL Academy	1

2015	SCHOOL	NUMBER OF PUPILS
	City of London Boys'	1
	Eaton Square	1
	Godolphin & Latymer	1
	Grey Coat Hospital	2
	Gumley	1
	Gunnersbury Catholic School	2

Holland Park School	2
Marylebone Boys' School	2
More House	1
Queen's College	1
Sacred Heart Catholic High School (H&F)	2
Sacred Heart Catholic High School (Harrow)	1
St. George's Catholic School	2
St. Marylebone School	4
St. Thomas More language College	1
The Cardinal Vaughan Memorial School	1
The London Oratory School	1
Westminster	1
Wetherby Prep	1

2014	SCHOOL	NUMBER OF PUPILS
	Cardinal Vaughan	1
	Dame Alice	2
	Dwights	1
	Emmanuel	1
	Gumley	1
	Gunnersbury	1
	La Sainte Union	1
	London Oratory	3
	Maria Fidelis	1
	Marylebone Boys	2
	Northbridge House	2
	Quinton Kinaston	1
	Sacred Heart	1
	South Hampstead	1
	St. George's	4
	St. Marylebone	2
	Westminster City	3
	Whitman High	1
	Wykeham Abbey (boarding school)	1

2013	SCHOOL	NUMBER OF PUPILS
	Bishop Challenor	1
	Cardinal Vaughan	2
	City of London	2 (1 x scholarship)
	George Mitchell	1
	La Sainte Union	1
	London Oratory	1
	Princess Helena (boarding school)	1
	Sacred Heart	2
	St. Augustine's	1
	St. George's	4
	St. Marylebone	7
	St. Paul's	1
	West London Free	1

2012	SCHOOL	NUMBER OF PUPILS
	Chelsea Academy	1
	Gunnersbury	1
	King Solomon	2
	Maria Fidelis	2
	Quintin Kinaston	2
	Sacred Heart	2
	St. George's	5
	St. Marylebone	7

Wimbledon College	1
St. Edmunds Boarding School	1
City of London	1
Godolphin School, Wiltshire	1

2011	SCHOOL	NUMBER OF PUPILS
	Bishop Challenor	1
	Camden School for Girls	1
	Cardinal Vaughan	3
	Fortismere	1
	Greycoats	2
	Gunnersbury	1
	Highgate (scholarship)	1
	London Nautical	1
	Northbridge House	1
	Sacred Heart, Hammersmith	1
	St. Aloysius	1
	St. Georges	4
	St. Marylebone	8
	St. Thomas More	1
	Westminster City	1
	Whitmore	1

2010	SCHOOL	NUMBER OF PUPILS
	Cardinal Vaughan	1
	King Solomon Academy (Ark)	1
	London Nautical	1
	London Oratory	2
	Notre Dam	1
	Paddington Academy	1
	Quinton Kinaston	2
	Sacred Heart, Hammersmith	1
	Sacred Heart, Harrow	1
	St. Aloysius	2
	St. Augustines	1
	St. Georges	3
	St. James	1
	St. Marylebone	7
	St. Philomenas	1
	UCS Independent (scholarship)	1
	Westminster Academy	1
	Wyomondham College Independent (boarding)	1

2009	SCHOOL	NUMBER OF PUPILS
	Birkhamsted Independent	1
	Cardinal Vaughan	1
	Christ College	1
	Christ Hospital (boarding school)	1
	City of London Independent (scholarship)	1
	Greycoat Hospital	1
	King Solomon Academy (The Ark)	1
	London Nautical	1
	London Oratory	1
	Pimlico	1
	Sacred Heart, Hammersmith	4
	Sacred Heart, Harrow	1
	St. Marylebone	7
	St. Thomas Moore	2
	Westminster City	1