

## **Transition Information for LBHF Primary schools, Parents and Carers September 2020.**

Secondary School transfer process commences 1 September 2020 until 31 October 2020.

Due to Covid19 and social distancing protocols, schools that are hosting secondary transfer information sessions, will now require you to book your slot at one of their sessions. The booking form will be online via the school website or you can email the school registering your interest to attend a session.

If schools are not providing a transition information session, they will provide you with information about secondary school transfer. It is very important that you take your child with you on the visits, as it is the child that is going to be attending the secondary school for the next 5 – 7 years and for them to be included in the decision-making process.

- You are encouraged to list 6 secondary schools of your choice in order of preference.
- You must complete the CAF (Common Application Form) in the borough that you and the child live. The CAF is on the borough website (under school admissions) or using this link: <https://www.eadmissions.org.uk/>
- If you are applying for a faith place / Foundation place, then you must complete an additional form called a SIF (Supplementary Information Form) This is found on the secondary school's website you are applying too.
- If you are applying for an "Aptitude" place, then an additional form will be completed. This can be found on the school website. Submit the form to apply for an appointment for an aptitude test.
- If applying for a faith place in a secondary school, it is the responsibility of the parent /carer to prove the faith commitment of the child and provide the additional information to the secondary school you are applying too, before 31<sup>st</sup> October 2020.
- Additional secondary school transfer information can be found on LBHF website including open afternoon and evenings. <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/transfer-secondary-school-2021>.
- For further information on individual secondary schools, look at Secondary School websites for admissions criteria.

Deadline for applications, 31 October 2020. The CAF (Common Application Form) must be submitted no later than this date. If you miss the deadline, it will be considered a late application.

### **Applying to a secondary school for entry in September 2021 Guidance.**

Click here for hints and tips applying to a Secondary School. The **booklet is available in five languages**, English, Polish, Spanish, Somali and Arabic **ready to download**.

[https://www.lbhf.gov.uk/sites/default/files/section\\_attachments/secondary\\_hints\\_tips\\_2021.pdf](https://www.lbhf.gov.uk/sites/default/files/section_attachments/secondary_hints_tips_2021.pdf)