

Hammersmith and Fulham Secondary School transfer process

2020/21

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Introduction



- Choosing a secondary school is a big decision for you and your child
- We are lucky to have excellent schools in Hammersmith and Fulham but this means they are very popular and not everyone can be allocated a place in their first preference school
- Each school has different admissions criteria decided by their school governors; information about how places will be allocated for each school is available on line in the secondary school brochure '*Moving on Up*' and in the '*Hints and Tips*' booklet (all resources are available on line)
<https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/transfer-secondary-school-2021#:~:text=Children%20who%20are%20in%20year,close%20on%2031%20October%202020.>
- It is really important that you visit schools and find out how likely it is for your child to be offered a place at any school you are interested in
- School Admissions staff can be contacted for advice -
- telephone: 020 8753 1085 or email school.admissions@lbhf.gov.uk

Some parents believe.....

- I will receive an offer at my nearest school
- I will get a place at one of the schools I have named on my application form
- I am entitled to a place at a single sex school or a faith based school
- My child has special education needs and will therefore get a place at my first choice school
- I have a better chance of getting a place at the school I put highest on my application form
- My child has medical/social needs which means I will automatically get a place at the school I choose
-**all untrue!!!**

Overview of process – the facts



- Parents must apply for a secondary school place at the *start* of their child's time in **Year 6**
- You have 10 weeks to do this – from **September 1st to October 31st**
- You make your application to the borough where you live and **where you pay your Council Tax**
- You can apply for **6 different schools**, including schools in other boroughs – remember to use *all* your choices!
- All applications are treated equally – schools do not know if you have put them 1st or 6th
- You should choose the schools where you most want your child to go but **make sure your choices are realistic!**

Banding tests and SIFs

- Some schools ask parents to complete an additional ‘Supplementary Information form’ or ‘SIF’
- Some schools expect your child to sit a banding test – if you apply to a school with a banding test, your child *must* attend and sit the test
- Information about banding tests and SIFs will be explained at school open evenings or can be found on individual school web sites and in the ‘*Moving on Up*’ information on the council web site
- If you apply online, you will be notified if there is an additional form to complete or if your child must sit a banding test

Over-subscription criteria



- Schools that are very popular will be oversubscribed and have to be clear on the way they allocate places
- Priority must be given to children with an Education, Health and Care Plan (EHCP) and children who are Looked After by the local authority (LAC)
- Some schools give priority to siblings or the children of staff at the school
- Some schools will give priority based on religious commitment such as a baptism certificate or church attendance
- Some schools will use distance as a criteria and others will have a system of banding and take a set amount of children in each band

Some things to consider.....

- What is important to *you* in a school? It could be good exam results, a preference for a small/big school, a relatively easy/safe journey to school (even in the winter months), after school opportunities, facilities such as theatre's, ICT suites, playing fields or music opportunities. All these are things to consider.
- Young people who are secure and happy will learn more – are the things that are important to *you* the things that are important to your child – talk to them and involve them in choices
- Arrange to attend open evenings/days at any/all schools you are considering, with your child (your primary school will authorise your child's absence to do this during the transition period)

Some more things to consider.....

- When you visit, ask questions of current pupils (who may show you around), teaching staff and the head teacher if possible
- Ask about lessons, but also ask about things like dinner times, bullying and support for any pupils who may need it
- It is useful to talk to friends and neighbours who may have experience of a school you are considering but remember all children are different and schools can change - make your own mind up, based on *your* research and *your* child

.... and more

- Although you may want to check out any previous Ofsted reports about the school, remember these can be very out of date – how is the school doing now?
- Education should never be solely concerned with GCSE results – are the children you meet when you visit, happy, confident and proud of their school?
- Although modern facilities and buildings can be impressive, schools that are less well equipped can still be excellent and offer other important benefits
-once you have made your choices, its time to apply!

Doing the application

- You can submit your secondary school application any time after September 1st - '*Moving on Up*' will be available on line to help with your choices but do visit schools as well
- It is easy to apply on line – check that your home address is in Hammersmith and Fulham and apply at www.lbhf.gov.uk/school/admissions or you can go direct to www.eadmissions.org.uk
- Register to create an account, follow the instructions and complete the on line application form – your current school can help if you experience difficulties

Doing the application



- Applying on line means you can change your preferences up until 11.59pm on October 31st – but remember to resubmit your form once you have made changes!
- You can attach additional documents on line and you will automatically receive a confirmation email once you submit your application
- You can register your mobile phone number to receive reminder alerts
- You will receive an email informing you that your outcome is available on line during the evening March 1st
- You will be able to accept or decline an offer of a school place on line
- But you can still get a paper application form from School Admissions if you prefer - telephone: 020 8753 1085 or email school.admissions@lbhf.gov.uk

What happens next...



- Although staff in Hammersmith and Fulham are responsible for ensuring all our resident applications are processed, the admissions process is coordinated across London
- Between the closing date and the offer date a lot of work goes on to ensure applications are processed fairly and in line with published admissions criteria
- The Pan London Admissions board does not give an application to a school priority because a parent has chosen a particular school as their first choice
- The system takes into consideration all the schools you have named on your form - if your first choice is not oversubscribed you will be allocated place there

...What happens next



- If it is oversubscribed, the criteria for that school will be applied
- Once the system has worked out which schools on your form you qualify for, then and only then the school admissions team will look at your order of preference
- You will then be offered your highest preference choice that has a vacancy
- You can accept a place and still be on the waiting list for a higher preference school
- If you do not accept any of the offers made, you will need to let the School Admissions team know what plans you are making to educate your child

Summary and key dates



- **September 1st** - secondary application process opens - read the '*Moving on Up*' information and arrange to attend open days at any school you and your child are interested in
- If you have any questions you can contact your current primary school or School Admissions staff can be contacted for advice - telephone: 020 8753 1085 or email school.admissions@lbhf.gov.uk
- **October 31st** - once you have made your decisions, complete the application form (on line if possible) and be sure to submit it by October 31st
- **March 1st** - national offer day – all applicants who have completed the online application will receive email notification of their offer on the evening of March 1st . For those who have opted to submit a paper application, offer letters will be sent out by post, March 1st

Summary and key dates (cont)



- **March 29th** – the waiting list positions for schools held by local admissions teams will be available and further offers will be made as a result of withdrawals
- Finally, every child who wants a place in a Hammersmith and Fulham secondary school will be made an offer – if you are not happy with the decision you can appeal.
- Appeals are heard by independent panels between May and July