

# **Hammersmith and Fulham Secondary School transfer process**

## **2019/2020**

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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, available from your school
- 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](mailto: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 1<sup>st</sup> to October 31<sup>st</sup>**
- 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 1<sup>st</sup> or 6<sup>th</sup>
- 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 1<sup>st</sup> - '*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](http://www.lbhf.gov.uk/school/admissions) or you can go direct to [www.eadmissions.org.uk](http://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 31<sup>st</sup> – 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 2<sup>nd</sup>
- 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](mailto: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 1<sup>st</sup>** - 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](mailto:school.admissions@lbhf.gov.uk)
- **October 31<sup>st</sup>** - once you have made your decisions, complete the application form (on line if possible) and be sure to submit it by October 31<sup>st</sup>
- **March 2<sup>nd</sup>** - national offer day – all applicants who have completed the online application will receive email notification of their offer on the evening of March 2<sup>nd</sup>. For those who have opted to submit a paper application, offer letters will be sent out by post, March 2<sup>nd</sup>

# Summary and key dates (cont)



- **March 30<sup>th</sup>** – 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