Transferring to Upper School

A guide for parents of Cambridgeshire children starting upper school in September 2018

This leaflet explains how to apply for an Upper School place if your child lives in Cambridgeshire and was born between 1 September 2004 and 31 August 2005

Application deadline 31 October 2017

All the information you need to apply for an upper school place, including an online application form and electronic copy of our full admissions guide “Next Steps, Admission to Secondary School; a guide for parents”, will be available on our website www.cambridgeshire.gov.uk/admissions

Alternatively, you may apply using a paper application form. A copy of the admission guide and application form can be requested from any Cambridgeshire school or by contacting the Admissions Team:

email: admissions@cambridgeshire.gov.uk  Tel: 0345 045 1370

Why not apply online for your child’s school place

The benefits of applying online are:

➢ it is quick and easy to do;
➢ the system is secure;
➢ there is no risk that your application will get lost in the post;
➢ you can change / amend the details on your application up until the closing date;
➢ you will get an e-mail confirmation when your application has been received and each time it is successfully re-submitted;
➢ it is available 24 hours a day, 7 days a week up until the closing date of 31 October 2017;
➢ Support will be available from the Admissions Team during the office hours below either by emailing admissions@cambridgeshire.gov.uk or telephoning 0345 045 1370:

  Monday to Thursday 9.00am – 5.00pm
  Friday 9.00am – 4.30pm
What do I have to do?

You should select up to three schools in order of preference.

To help you make this decision you can:

- find your catchment area school on-line at http://my.cambridgeshire.gov.uk or by looking at the Next Steps admissions guide;
- find other schools in your area by looking at the Next Steps admissions guide;
- read the oversubscription criteria for the schools you are interested in;
- arrange to attend the schools’ open events;
- look at other sources of information like the school prospectus and website;
- consider the home to school transport policy in the booklet and whether you will qualify for free transport to any of the schools you list on your application form.

You must make an application by 31 October 2017.

- It is vital that you apply by the closing date. Applications which are received after the deadline will not be processed until after the national offer date of 1 March 2018.
- Applications can be made either online at http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place or on a paper application form available from any Cambridgeshire school or by contacting the Admissions Team.

What happens next?

We will offer your child a school place on 1 March 2018.

- If you applied online and requested confirmation by email, you will receive an email on 1 March 2018 informing you of the school you have been offered.
- School offer letters will be sent by second class post, despatched on the 1 March 2018, to everyone who applied before the deadline, whether you applied on paper or online.
- If we are unable to offer your child a place at any of your preferred schools, we will offer a place at the nearest designated school.

What happens if I am not offered the school I want?

- Your child’s details will be added to the school’s reserve list in case a place becomes available and will be held on this list until 31 December 2018.
- You can ask about other schools that have places remaining, and submit a new application requesting alternative school preferences.
- You can request an appeal. For further information see http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/8
Useful information

Important
- There is no automatic transfer to upper school so an application to the local authority is required in **ALL** cases.
- If you fail to make an application for your child’s place before the deadline an offer of a place will **not** be made for your child on 1 March 2018.
- You may only make a transfer application for the schools natural year of entry. If you wish to apply for a Year 9 place at a Secondary School, you will need to make an in-year application.

Considering a school
- Make time to visit the school.
- Do not judge a school by what others say.
- Think about transport and how your child will get to school.

Use your preferences wisely
- Use all three preferences available to you and be realistic about the schools you apply for.
- List your school preferences in the order that you would most prefer them, not the order you think you might get them.
- You are advised to name your catchment school as one of your preferences.

Allocating school places
- All applications received by the deadline are considered at the same time, no school offers are made on a “first come, first served” basis and priority is **not** given to those who put the school as a first preference.
- Decisions about who to offer school places to are made solely using the oversubscription criteria for that school, no other information is taken into consideration.
- All your preferences will be considered. The order in which you list the schools will be used if you can be offered a place at more than one school. In this case, you will be offered the school which you put as the highest preference.

Reminder
If you apply on-line and re-visit your application to view and make changes you **must** ensure it is re-submitted before 31 October 2017.

Naming a school
- Naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Naming the same school more than once will not increase your chance of gaining a place.
Important Dates

12 September 2017
Apply online from this date
Paper application packs will also be available from child's current school and the Admissions Team.

31 October 2017
NATIONAL CLOSING DATE
Applications must be received by this date.
Applications received after 31 October 2017 will not be considered until the second round of allocations.

1 March 2018
NATIONAL OFFER DATE
Letters posted 2nd class to parents / carers
Email notifications are sent out to those who applied online and requested confirmation by email.

March 2018
Places declined by parents are re-allocated to children currently waiting on school reserve lists.
Re-allocations will be made as and when notifications are received, up until 31 March 2018, prior to the 2nd round of allocations.

13 April 2018
Appeal Request Deadline

24 April 2018
2nd round school place allocations are issued
Local Authority allocates places to applications received between 1 November 2017 and 31 March 2018

April 2018 Onwards
School Admission appeals take place