

Secondary School Transfer September 2024

**For children born between 1 September 2012 and
31 August 2013 - currently in Year 6**

Choosing a secondary school is a big decision for you and your child. This presentation highlights the main points and key dates that you need to be aware of.

Children with an Education, Health Care Plan

- If your child has an Education Health Care Plan (EHCP), **you do not need to make an online application.** Please contact the SEN team in your home Local Authority.
- If your child is in the process of being assessed, you **will** need to make an online application.
- If you are in any doubt about your child's SEN status, speak with the SENCO at your child's primary school.

Closing date

The closing date is **31 October 2023**

- Make sure you apply by this date - otherwise your application will not be processed until March 2024.
- Your child may miss out on the school/s you have requested.
- Make sure you list 6 schools to give you the best chance of getting a school that you want.

How school places are allocated

- All applications are considered on the admission criteria of the school – this is how schools decide who they can give a place to
- Your application will be ranked in **one** criteria only
 - Example of Community School Criteria
 1. Looked after or previously looked after children
 2. Exceptional medical and social need
 3. Sibling
 4. Children of Staff
 5. Distance
- Each school will have their own criteria – so check our brochure (see below)

Do your research

- **Read our brochure**

www.hounslow.gov.uk/secondaryadmissions

- **Attend the open days/evenings held at schools.**

Information regarding open days/evening can be found in our brochure and on the individual school websites.

Don't rely on information from friends and family, visit the schools especially your local school.

Do your research

- Faith schools give priority to applicants who can demonstrate that they practice a faith. If applying under faith criteria, you will need to complete a Supplementary Information Form (SIF). You can find the SIF forms on the school's website. Return the SIF directly to the school.
- Not all schools give priority to siblings (brothers/sisters – not cousins)
- Some schools give priority to staff members.
- Some schools give priority to applications where you state a preference for a single sex school

Do your research

Check how places were offered last year

Data tables are on our website

www.hounslow.gov.uk/secondaryadmissions

These will give you an understanding of

- How many applications were received
- How many places were available
- The number of places allocated under each criteria

Distance Criterion

We strongly recommend that you apply for one of your local schools. Most school places are allocated on the distance criterion, so the closer you live to a school, the greater chance you have of getting a place there.

Decision time

Select the six schools you want to apply for

- this gives you the best chance of being offered one of your preferred schools.
- **Don't just apply for one school – this does not increase your chances of getting that school.**
- If we can't give you the school, we won't have any other schools to consider. You might end up with a school you didn't want and is a longer journey for your child.

Decision time

Put them in the order that you most want them

- Schools are not told the preference order that you list them and all are considered equally.
- Each admission authority will be asked if they can give your child a place or not. If more than one admission authority says yes, you will be offered the school that was listed as the highest preference.
- Any lower preferences will automatically be taken away.

e.g.

Preference 1 = no

Preference 2 = no

Preference 3 = yes

Preference 4 = no

Preference 5 = yes

Preference 6 = yes

As preference 3 was the highest preference that said yes, this is the school you will be offered.

You will go on the waiting list for preferences 1 & 2 and preferences 4/5/6 will be withdrawn

Decision time

Check if you need to complete any additional forms

- Supplementary Information Forms – required by some schools (especially faith schools) to establish your ranking under their admissions criteria. These forms can be found on the school's website and need to be returned **directly to the school**.

Grammar Schools

Hounslow does not have any grammar schools.

Ensure your child has passed the test to be eligible for a place. Don't waste a preference, if you are in any doubt contact the grammar school.

How to Apply



How to apply

Hounslow residents

- Must apply online using eAdmissions, even if the schools are located in another council. This can be accessed via the Hounslow Council website (you will be redirected to the eAdmissions website)

The screenshot shows the eAdmissions website interface. At the top, there is a navigation bar with links for 'Admissions', 'Home', 'Help', 'About', and 'Local Authority Details'. On the right side of the navigation bar, there are buttons for 'Register' and 'Sign In'. Below the navigation bar, the main heading reads 'Welcome to eAdmissions'. There are three main action buttons: 'First time visitors' (Create a new account, Register), 'Returning visitors' (Sign into an existing account, Sign in), and 'Find schools' (In your area, Find). Below these buttons is a section titled 'Important information' which provides details about applying for a school place for the year starting September 2021, including options for Primary school (Reception), Junior school (Year 3), and Secondary school (Year 7). It also mentions that in some areas, you can apply for a place in a Nursery class or school (Age 3+), or a University Technical College (Year 10). At the bottom of the 'Important information' section, it states that the website is funded and supported by 33 London authorities and Surrey County Council, and that it will be unavailable on Saturday 2 November at 11.00 until 13.30 for essential planned maintenance.

How to apply

Hounslow residents

- If you have ever made an application using eAdmissions before, you will need to use the same account.
- Contact the technical support team on 020 8255 5555 option 1, if you can't remember your log in details or use the forgotten password option.
- If you have moved since the last time you used your account, make sure you update your address details **first** using the 'edit your account' option

Residents of other Councils

- Must apply to your home Council, *even if* your child attends a Hounslow primary school.

Fraudulent applications

We are committed to ensuring that places are allocated fairly. Unfortunately, some parents/carers supply false or misleading information on their application to increase the chance of their child being offered a place at a popular school. This can result in a child who should have been offered a place at that school being deprived of it.

We will check all address used to make an application. If we are not able to confirm your address your application may not be considered. We may also request further documentation to confirm that an address of convenience is not being used. Please read the information in the brochure about address verification.

Supporting documentation

If you are applying under the following criteria, please ensure that you include this information on your application and provide supporting documentation.

- Looked After or Previously Looked After – documents required
- Exceptional Medical and Social Need – documents required
- Siblings - child's name and date of birth
- Staff - list the parent working at the school as an applicant
- Single sex – please indicate in reasons for preference

Need help?

Contact us

E: admissions@hounslow.gov.uk

T: 0208 583 2711

Key Dates

- | | |
|-----------------------|--|
| 1 September | Applications open
www.hounslow.gov.uk/secondaryadmissions |
| Sept – October | Schools hold their open days and evenings |
| 31 October | midnight – Applications close |
| 1 March | Parents who applied on time will be sent an email with the result of their application |
| 15 March | Last date to accept your school offer |

Late Applications - after 31 October

Consequences of making a late application

- Late application will only be looked at after all on-time applications have already been given a school place.
- Significantly reduces the chances of getting a place at a preferred school.

Exceptional reasons for lateness

- Must be received by 12 December (5pm)
- Must be supported by documentary evidence
- Each case will be considered individually

Remember

- **Apply on time**
- Apply online
- You have a right to state a preference not a 'choice'.
- It is important to use all 6 preferences
- Consider a local school as one of your preferences
- Check if you need to fill in the Supplementary Information Form (SIF) or provide any supporting documentation.

For Further Assistance

School Admissions

020 8583 2711

admissions@hounslow.gov.uk

www.hounslow.gov.uk/secondaryadmissions