



Secondary Transfer Information

Year 7 September 2022
Parent Information Meeting
14th September 2021

Applying for a secondary school place

- Everyone should have received a letter with information about the application process direct to your homes
- **Research your schools first**
[Before you apply: Researching schools | Apply for Secondary School \(year 7\) place](#)

Choosing a secondary school

- Dates for open days can be found on the secondary school websites
- Have a tour of the school **with your child**. We will allow your child to be taken out of school for a visit if needed but contact the schools prior and seek the information for their arrangements
- Have a look at the school's prospectus online
- Have a look at the school's website with your child
- Discuss the schools with your child too

Completing form online

- Ensure you have your **Council Tax reference number** to confirm your address and identification – may be required in some cases
- Keep a record of your user name and application reference number when applying online
- You only need to fill in one application.
- You can complete application anytime **before 31st October** – it is not first come/first serve but do it in time

Helpful hints

- **Select at least 4 different schools**
- **Do not repeat same school** – it will not increase your chances of a place
- **Eligibility** – straight line distance from the school to your home
- **Siblings – brothers and sisters** already attending the school, NOT cousins and sixth form does not count
- **If applying to an academy** (eg St Alban's) – check their criteria for eligibility including the priority given to feeder primary schools
- If applying for a **faith school** you may be asked for evidence eg baptism certificate

Am I guaranteed to get my first choice?

You will likely get your chosen school if:

- You provide proof of address which is within the catchment area
- **You meet the school's admissions criteria (feeder school, siblings, distance, faith)**

St Albans is a popular choice in our community but their admissions policy has changed in recent years. Check your school choices admissions policy before applying to avoid disappointment.

Time Table for the admission process

| Stage of process | Date |
|---|---------------------------------|
| Application period starts | 1 September 2021 |
| Grammar school test | 11 September 2021 |
| Results of grammar school test | Prior to 31 October 2021 |
| Closing date for applications | 31 October 2021 |
| National Offer Day | 1 March 2022 |
| Deadline for submitting appeals | 29 March 2022 |
| Appeal hearings for appeals submitted on time | May and June 2022 |
| Induction day at secondary school | 6 July 2022 |
| Term starts | 5 September 2022 |

Don't forget – we are more than happy to help you to complete the admission form!

Bring the documents that you need and we will provide you with a computer and assist you.

National Offer Day

- Online applications – you will receive an email from the education authority informing you of the secondary place being offered
- Keep your login details in a safe place; you will need these to open your email offer from the LA

Accepting a place

You will receive an email and letter informing you of your child's secondary school placement around **1st March 2022**. **There is nothing else you need to do if you are happy with your offer**

Appealing the place offered

- **DO NOT reject your child's school place**
- **Register an appeal against the place offered must be made by 29th March 2022**
- **These will be heard between May and June 2022 but only 3% are successful**

Year 6 Induction Day

- Year 6 children will attend their new secondary school for an induction day on **Wednesday 6th July 2022**
- Some schools may want your child to visit them for more than one day or even a whole week –these arrangements will be confirmed by the school. This depends on the individual school and if your child has special needs

Other useful information

Click here for the instructions on how to [Apply online for Secondary School \(Year 7\) place](#)

Free internet access is available at your local library. [Find your local library](#)

Did you know you can translate the City Council's web content? [Try the translation service](#)

If you require any further information after reading all the information on the website please call **Children's Services on 0121 303 1888.**

And finally...

Please come and see a member of staff if you have any questions

Ms Becky Lewis Phase 3 (Y5 & Y6) Lead & Assistant Head

Miss Alex Cockell Year 6 Teacher & Assistant Head

Mrs Harjit Kaur Pastoral/Family Support

Mrs Zarina Hassan EAL/Family Support