



PARKSIDE COMMUNITY PRIMARY SCHOOL

Secondary Transfer

Information Afternoon

Monday 17th September

September 2018

2.30pm

- 3.00pm

Welcome



PARKSIDE COMMUNITY PRIMARY SCHOOL

Before You Apply...

- Visit as many schools as you can
- Read Ofsted reports
- Read school prospectus
- Read admissions criteria for each school
- Consider how likely it is that your child will be offered a place
- Look to see how many places are available
- Consider the journey to school – dark winter mornings and evenings



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Completing the Application

- Complete an online application form via the county at:
www.hertsdirect.org/admissions
- Paper applications should be downloaded and sent to:
Admissions and Transport West
Apsley One
API 104
Brindley Way
Hemel Hempstead
HP4 9BF
- Submit application by 31st October
- SIF (Supplementary Information Forms) Some schools require this – check with each individual school and collect from them at their open days/evenings or download them from the school's own website



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Other Info About Your Child

- If your child has a **statement of SEN (Special Educational Need)** or is in the **care of LA (Local Authority)** you must **declare this on the form.**
 - Where a child is in care a letter from the LA or Social Worker must be provided to confirm this.
- Where a child has been previously looked after, documentation must be provided.



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Exceptional Social/Medical Need

- **In very rare cases a child can be given priority to a particular school where there is evidence to demonstrate exceptional medical/social reasons why only **ONE** particular school can meet their needs.**
- Evidence has to be provided by GP, social worker or other appropriate independent professional.
- The connection between your child's need and the school chosen must be made and you must demonstrate why this school can meet your child's needs while no other school can.



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Checking Distance

You can check the distance between your home and a **Hertfordshire School** :

1. Go to www.ofsted.gov.uk
2. Select the 'Inspection reports' tab
3. Select 'Find an inspection report' from the drop down menu
4. At bottom of page where it says 'Search providers by:', select '>Distance from your home' Enter your postcode, Choose the required distance (5, 10 or 20 miles), Remit is 'schools' and Provider is 'secondary'
5. Then press 'search' button A list of secondary schools will then be generated in order of distance from your home postcode.



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Alternatively you can find out the distance the furthest place /child was admitted to the school you are thinking of applying to using the following:

1. Type in the following in to the search bar on the internet www.hertsdirect/admissions
2. Select FIND A SCHOOL option
3. Select BOREHAMWOOD
4. Click on the school you wish to view
5. Select DISTANCE OF THE FURTHEST CHILD ADMITTED



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Moving House

Which address to use

Give your child's permanent address at the time you apply.

If you move after applying, send us proof of your new address.

Proof can be:

a solicitor's letter upon completion (exchange of contracts not accepted) confirming your completion date was on or before **4 December 2018** or a signed rental agreement (for at least 12 months) showing the start of your tenancy on or before **4 December 2018**.

You must also send us **proof that you and your child live at the new address**.

It's not enough to simply change your address on your online application.

We can't use your new address for allocation purposes if we receive your proof of completion date or tenancy start date (along with evidence that you are living there) later than 4 December 2017.

Fraudulent addresses or false information

We may ask for proof of your address at any time. We will withdraw the offer of a school place if we find a fraudulent address has been used.

Tell us if you move during the application process. It's not enough to just change your address on your online application.

We may also withdraw school place offers if information is deliberately withheld.

If a school place was allocated to an older child using fraudulent information, we won't consider the sibling rule for any children applying in the future from that family



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The Process:

- Select 4 preferences based on all of the information you have gathered
- Apply online at www.hertsdirect.org/admissions or send for a paper application by phoning 0300 123 4043
- Applications MUST be completed by 31st October
- Paper applications should be returned to:
 - Admissions and Transport West
 - Apsley One
 - API104
 - Brindley Way
 - Hemel Hempstead
 - HP4 9BF
- Nicholas Breakspear and Loreto College will need a completed Supplementary Information Form
- Foundation Schools and academies also require a Supplementary Information Form to be completed in addition to the County Application form and are available from the schools
- Individual Schools will not see your ranking



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- **4TH NOVEMBER 2018 IS THE LAST DATE YOU MUST SUBMIT EVIDENCE IF YOU HAVE MOVED HOUSE.**
- **YOU WILL BE ALLOCATED A PLACE WHICH YOU ARE ELIGIBLE FOR**
- **31ST JANUARY – Applications received after this date will not be allocated a place until the week of 22nd – 26th April**
- If you applied on line and confirmed your email address you will receive an allocation email with details of the school your child has been allocated on March 1st 2019
- Parents who applied online who did not confirm their email address will only be able to access the online system to view their allocation online after allocation emails have been dispatched.
- School places can be accepted or declined online by logging onto the website and following the online instructions.
- Parents/Carers who did not apply on line or who did not confirm an email address will be sent an allocation letter on 2nd March 2019
- Deadline for response to allocation : MARCH 15th 2019 – **if you do not respond the place can be withdrawn and offered to someone else**



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- If you are not offered a place at your 1st ranked school you are automatically placed on their Continuing Interest List (this does not include VA Foundation or Academies)
- The CI list is first reviewed between 19th March to the 23rd March 2018 therefore your child may be offered a place at one of the schools you ranked higher as others decline places.
- The CI list is reviewed again between 27th March and 6th April 2018
- The last date to make an appeal – 29th March 2018 by 4.00pm
- The last date to make a late application is 6th April for CI2
- The CI second run of allocations are published between 23rd – 27th April
- Appeals heard 30th April – 15th June 2018



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Key Dates

- 31st October 2018 – Application Deadline
- 4th December 2018 - Last date to submit a written explanation giving reasons why your application was late, for your application to be agreed as 'on time'.

If you move house, this is the last date for you to provide evidence of your new address

and for it to be considered 'on time' in the allocation

Process.

- 1st March 2019 – National Offer Day
- 1st – 8th March CI Lists open
- 15th March 2019 – Acceptance Deadline
- 18th – 22nd March 2019 CI First Review
- 26th March – 6th April CI Second Review
- 29th March 2019 by 4pm – Appeal Deadline
- 22nd – 26th April CI allocations are published
- 3rd May – 21st June – School Appeals take place

•Late applications received **after 31st October will be considered after all other applications that were received on time!**

•Late applications are unlikely to be offered preferred school.



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Walk around the school, talk to the pupils, hear from the headteacher, read the school's OFSTED report, read the school's prospectus, visit during the school day

Read the school's admissions criteria

Consider how likely it is that you will be offered a place, find out how many places are available, look at how many applicants there were in previous years, consider how your child will travel to the school

Don't let others influence your decision

By all means talk to others who have had experience of the school but don't let this be the deciding factor, every child is different and one child's experience will be different to another's .

Secondary School Open Evenings

School	Date	Time
Bushey Academy	Tuesday 18 th September	5.30pm – 8.30pm
Mount Grace School	Wednesday 19 th September	5.00pm – 8.30pm
Loreto College	Tuesday 25 th September	6.00pm – 9.00pm
Hertswood Academy	Wednesday 26 th September	5.30pm – 8.00pm
Townsend C of E	Wednesday 26 th September	6.00pm – 8.45pm
Dame Alice Owen's	Wednesday 3 rd – Friday 5 th October	9.30am for 45mins tours
Nicholas Breakspear	Thursday 4 th October	5.30pm – 8.30pm
Queen's Watford	Thursday 11 th October	4.00pm – 8.30pm



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DESTINATION OF CHILDREN WHO LEFT PARKSIDE COMMUNITY PRIMARY SCHOOL 2017

SCHOOL	NUMBERS
Hertswood Academy	26
Dame Alice Owen's	2
Queens - Watford	3
Loreto College	2
Bushey Academy	3
Townsend C of E	1
Mount Grace School	1