

**Secondary
Transfer
2021 - 2022**

**Information
Slides**

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

Completing the Application

- Complete an online application form via the county at: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/secondary-and-upper-schools/secondary-and-upper-school-places.aspx>
- 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

Admission Rules

The admission rules for all schools in Hertfordshire can be found online at:

www.hertfordshire.gov.uk/schoolsdirectory or obtained from the schools direct. You need to read the full arrangements for the school you are interested in to get the complete picture.

Information about school southside Hertfordshire can be found on the relevant local authority website. Website and contact details for neighbouring local authorities are available at:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

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.

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.

Children living at more than one address

Use the address where the child lives most of the time, if they live at more than one address (for example, due to parents separating).

Schools will only accept 1 application for each child.

If a child lives at 2 addresses equally, we will use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This is considered the child's main address.

If you don't get Child Benefit or Child Tax Credit, we'll ask you for alternative documentation.

If the child's living arrangements change after you apply and they now spend the majority of the week living with a different parent at a different address, send us evidence of the child's new permanent address. We can't use it for allocation purposes otherwise.

This evidence must show that the child lives at the address and that the new arrangement is permanent.

If we receive more than 1 application with different details and **parents don't agree**, we'll use the address of the parent who claims the Child Benefit or Child Tax Credit.

If we get a paper application and an online application for the same child, we'll process the online application.

Contact us if your child's address has been disputed and you have court documentation to support their current address and / or living arrangements.

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 **3 December 2021** or a signed rental agreement (for at least 12 months) showing the start of your tenancy on or before **3 December 2021**

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 3rd December 2021.

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

The Process:

- **Select 4 preferences based on all of the information you have gathered and rank them according to preference**
- Apply online at <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/secondary-and-upper-schools/secondary-and-upper-school-places.aspx> or send for a paper application by phoning 0300 123 4043
- Applications OPEN on SEPTEMBER 1st and MUST be completed by 31st OCTOBER 2020
- Paper applications should be returned to:
Admissions and Transport West Apsley
One
API 104
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

- **3rd DECEMBER 2021 IS THE LAST DATE YOU MUST SUBMIT EVIDENCE IF YOU HAVE MOVED HOUSE.**

SUBMIT REASONS FOR A LATE APPLICATION AND FOR THAT APPLICATION TO BE CONSIDERED ON TIME

REQUEST A CHANGE OF PREFERENCE FOLLOWING RECEIPT OF APTITUDE / ABILITY SCHOOL TEST RESULT

- **31st JANUARY 2022 Last Date to make a late application to be considered for allocation day** 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 2022
- 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 2020

Key Dates

- 1st September Online application system opens
- 31st October 2021 – Application Deadline
- 3rd December 2021 - 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 2022 – National Offer Day
- Continued Interest list opens
- 15th MARCH 2021 IS THE LAST DAY TO ACCEPT OR DECLINE YOUR OFFER
- Late applications received **after 31st October 2021 will be considered after all other applications that were received on time!**
- Late applications are unlikely to be offered preferred school.
- CONTINUED INTEREST LISTS OPEN FROM 16th MARCH 2021

PLEASE NOTE THE FOLLOWING –

IF YOUR CHILD QUALIFIED FOR MORE THAN ONE SCHOOL, YOU WILL BE OFFERED THE HIGHEST RANKED SCHOOL AT WHICH YOUR CHILD QUALIFIED FOR A PLACE.

IF YOUR CHILD DID NOT QUALIFY FOR A PLACE FOR ANY OF THE SCHOOLS YOU RANKED, WE WILL USUALLY OFFER A PLACE AT THE NEAREST SCHOOL TO YOUR HOME ADDRESS WITH PLACES REMAINING **(THIS ONLY APPLIES TO HERTS RESIDENTS)**

Handy Hints & Tips

Visit as many secondary schools as you can

Walk around the school, talk to the pupils, hear from the head teacher, 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	Booking Required
Mount Grace School	Wednesday 15 th September	3:30pm – 5:30pm 6:15pm – 8:15pm	YES
Bushey Meads	Thursday 17 th September	6:00pm – 9:00pm	NO
Marlborough Academy	Thursday 23 rd September MONDAY & WEDNESDAY MORNINGS from 27 th Sept – 22 nd Oct	5:30pm – 8:00pm	NO
Dame Alice Owen's	VIRTUAL TOURS ONLY		
Hertswood Academy	Wednesday 29 th September	5.30pm – 8.00pm	NO
Townsend C of E	Wednesday 22 rd September	6.00pm – 8.45pm ON SITE OR VIRTUALLY	NO
Yavneh College	Thursday 24 th September	NO TIME GIVEN CONTACT THE SCHOOL	BOOK ON LINE
Queen's Watford	Thursday 7 th October	4.00pm – 8.30pm	NO
Nicholas Breakspeare	Thursday 7 th October	6:00pm onwards	NO
Loreto College	Tuesday 28 th September	6:00pm – 9:00pm	NO

DESTINATION OF CHILDREN WHO LEFT PARKSIDE COMMUNITY PRIMARY SCHOOL 2021

SCHOOL	NUMBERS
Hertswood Academy	27
Queen's School	3
The Grange Academy	2
Mill Hill County	1
Westfield Academy	1
Marlborough College	1
Future Academies	1
Townsend School	1
Fortismere	1
The Totteridge Academy	1