

INFORMATION FOR PRIMARY SCHOOLS TRANSFER TO SECONDARY SCHOOL 2024

All 33 London boroughs and five of the local authorities bordering London – Surrey, Kent, Herts, Essex and Thurrock - will take part in the PAN London co-ordinated admissions scheme. In accordance with this scheme, applicants must apply to their home local authority. This means that all parents with children at a Barnet primary school will complete ONE online application which will be submitted to the local authority for the borough in which they reside.

Children eligible for transfer

All children born between 01.09.2012 and 31.08.2013, whether they are in Year 6 or in a lower year group, will be eligible to transfer to secondary school in September 2024.

Out-of-year transfer

Any over-age children in current Year 6, are also eligible for transfer in September 2024. However, parents should be made aware that the preferred school(s) may not be willing to accept an application for out-of-year admission to Year 7, and may only consider admission directly into Year 8. The admission authority for the school will make a decision on the appropriate year group based on the individual child's circumstances.

Any child born between 01.09.2012 and 31.08.2013, in a lower group, should also be identified and his or her parents should be consulted about possible transfer in 2024

In both cases, parents should be advised to submit an [online application](#) and also complete / submit [Barnet's Out-of-Year Admissions Request Form](#)

Year 5 Meetings

Please make arrangements for communicating with your Year 5 parents and distributing the enclosed information, as soon as possible after the Easter break.

Open Evenings

Parents of younger children who are not due to transfer in September 2024, should be advised **not** to attend open evenings in order to prevent unnecessary overcrowdedness.

Selection Tests

Schools that offer places based on the results of selection tests are required to inform parents of the outcome of these tests before the closing date for applications. The timing of this year's tests will have been published on school websites, and is included in the Year 5 pack, but may be subject to change.

Please note that the deadline for registering for an aptitude place at **Mill Hill County High School** and **Ashmole Academy**, is **Friday 12 May** and **Friday 26 May**, respectively.

Information about the registration process for entrance and aptitude tests is available on the individual school's website. Parents will also be able to access information about the standard achieved by applicants who were offered places in previous years. However, parents should

not assume a guaranteed offer based on previous years' outcomes as these can vary from year to year.

Parents are not committed to naming a school on their application just because their child has taken the test and have the option to change their preferences as many times as they wish, up until the closing date for applications, 31 October 2023.

Information for Year 6 pupils - September 2023

A copy of the leaflet 'Applying for a school place online' (available at the start of September) must be distributed to parents of **all** Year 6 pupils who are due to transfer in 2024 by **1 September 2023**.

The SEN Team will provide application forms for **children with an Education, Health and Care Plan (EHCP)** and these should be distributed at the same time.

The online application system opens at www.eadmissions.org.uk on 1 September and parents will also be able to download the booklet 'A Guide to Secondary Education in Barnet 2024', from www.barnet.gov.uk/school-admissions. Parents who live outside Barnet can obtain further information from their home local authority.

Applying for a school place

Parents should be encouraged to attend as many open evenings as possible and to obtain and read the relevant prospectuses before they decide which schools they prefer. It is very important that parents understand the admissions criteria for each of their preferred schools so that they can assess their chance of being offered a place.

General information and the admission criteria for each Barnet maintained school is given in the guide to secondary education. The guide also provides details of how places were allocated last year, including the cut-off distances. It should, however, be explained to parents that what happens one year can only be an indication of what might happen in future years.

Information about schools in neighbouring authorities may be obtained from the Admissions Team in the relevant local authority. Contact details are given at the back of the guide. Parents living near to the borough boundary may have a greater chance of securing a place for their child in a school in their neighbouring borough.

Parents must submit one online application, with the option to express a preference for **up to six** schools or academies, ranked in order of preference. They may, however, name less than six schools on their form if they wish. **It is in the parents' interest to include at least one school at which they have a reasonable chance of obtaining a place for their child.**

Single Sex Schools and Faith Schools

Parents should bear in mind that the Local Authority does **not** have a duty to provide single sex education, or a place at a school of a particular faith, for all those who would prefer it. Parents should be advised that if their school preferences for a single sex or faith school cannot be met, only places in mixed schools, other denominations/non-denominational schools may be available.

Admissions criteria

Parents should look carefully at the admission criteria given in the booklet for each school or academy because these will vary from school to school. All faith schools and some schools with

no religious character, will require parents to complete a **Supplementary Information Form (SIF)** and/or a **Certificate of Religious Practice (CRP)**¹ in order to obtain additional information such as a priest's or rabbi's reference or information needed to arrange aptitude tests. These forms are **available from individual schools** and must be completed and returned to the school by the closing date. It is essential that parents submit an online application to their local authority **AND** the SIF otherwise they run the risk of not having all their applications processed.

Child's address

The address provided on the application must be the child's permanent address and cannot be a child-minder's address, business address or the address of a relative or friend. It should be the same current address held on record by the primary school.

If parents own a property, which is or has been used as a home address, but state that they are living at and apply from a different address, the cited address will be treated as an address of convenience.

If the family has changed their address within the last two years, parents may be asked to provide proof of the new address and evidence of the disposal of the previous property.

If parents live separately, the application should be based on the address at which the child normally resides and from which they attend the primary school. If the child lives equally with both parents at different addresses, they will need to make a mutual decision as to which address should be used on the application form. Neither the Local Authority nor the school will get involved in parental disputes.

False information

Providing false information is a criminal offence. Every year, the Local Authority is made aware of a small number of parents who use a false address, for example a temporary rented address or a relative's address in order to get a school place. If this happens, the place will be withdrawn, even if the child has started attending the secondary school.

Any parent who knows of someone who intends to use a false address can report this in confidence to the Corporate Anti-Fraud Team. This can be done online at www.barnet.gov.uk/anti-fraud or by calling the fraud hotline on 020 8359 2007.

We work closely with Barnet Corporate Anti-Fraud Team and school offers are withdrawn in cases involving fraudulent applications. One parent who made a fraudulent application last year is **facing prosecution in a Magistrates Court**. We have a robust policy regarding addresses of convenience, which has proved successful and acts as a deterrent. Where some doubt exists, parents are asked to provide a whole range of additional evidence and cases are reviewed by a panel that makes decisions based on the balance of probability.

Secondary Allocation 2023

A list of cut-off distances (where applicable) is included on the PowerPoint Presentation. Full details of secondary Allocations for the 2023 intake can be found [here](#).

Closing date for applications

The closing date for applications is **Tuesday 31 October 2023**. Primary schools will be able to

¹ Jewish schools

check online at the LGFL Support Site, <http://support.lgfl.org.uk/> to see which parents have applied for a secondary school place. If you don't have a username or password, please contact me ferzana.arif@barnet.gov.uk . From 23 November 2023, once the online applications have been downloaded and application data has been exchanged with other boroughs, primary schools will be able to see a list of Year 6 children who have applied for secondary transfer on SAM. This data is, however, dependent upon the applicant including the name of the current school on their application form.

Parents may change the order of their preferences as many time as they wish up until the closing date. However, if parents wish to change the preference order after the 31 October 2023, this can only be done if there are exceptional circumstances. A written request must be made to the home LA and by **Tuesday 12 December 2023, at the latest.**

Late applications

Late applications, submitted after 31 October, cannot be considered until places have first been allocated to those who applied on-time. If there is an exceptional reason why the application was submitted after 31 October (for example the seriousness illness of a close relative), it may be treated as if received 'on time', providing the application is submitted, and the request for on time consideration is received, by **Tuesday 12 December 2023.** If the Local Authority accepts the reason given for a late application, the application will be considered as if it had been received by the closing date.

All applications received after 12 December 2023 will not be processed for the first round of offers on 1 March 2024, even if there is a good reason for the late application.

Secondary National Offer Day – Friday 1 March 2024

All school preferences on each application will be considered independently in accordance with the individual school's published admission criteria. If it is possible to offer more than one school, the home LA will refer to the parental rankings and offer a place at the school ranked highest on the application form. Preference schools ranked lower than the one offered will be automatically withdrawn at this stage and offered to other applicants. **It is therefore essential that the parents list schools in the order of their true preference.**

The results of applications will be sent by email in the evening of Friday 1 March 2024.

Applicants who are not offered their first preference will find all the relevant information online explaining their options. If it is not possible to offer a child a place at any of the schools listed on the application, a place will be allocated at an alternative school with a vacancy.

Parents should be urged to accept any alternative place that has been offered. This will ensure their child has a fallback place while a preference school offer or the outcome of an appeal is awaited. If the school allocated is unacceptable to parents and no further offers can be made, the parent will be responsible for securing suitable educational provision for their child.

The deadline for accepting or declining offers is **Friday 15 March 2024.**

Further offers after 1 March 2024

Some parents may decide not to accept the place offered to their child, for example they may be moving out of the area or accepted a place at a private school. When a place becomes available it will be offered to the next child on the waiting list. A second round of offers for Barnet

schools will take place later in March and the Admissions Team will also liaise with neighbouring LAs about further out-borough offers to Barnet residents.

Withdrawal of offers

Places will be withdrawn if they have been offered in error or on the basis of misleading or inaccurate information or where parents fail to respond to offer letters. Reminders will be sent before a place is withdrawn.

Waiting Lists

Most secondary schools in Barnet are oversubscribed and any child who is not offered their higher preference school can remain on the waiting list. Waiting lists will be held until the end of July 2025 (with the exception of selective schools, that close their lists at the end of December 2024).

Appeals

Most children are offered one of their preferences. However, parents should be reminded that it will not always be possible to offer a place at a preferred school and that only exceptional appeal cases involving compelling circumstances are likely to be allowed. The percentage of successful appeals heard for refused admission to Year 7 at secondary school is extremely low.

Many thanks for your continued support with the secondary transfer process.

Ferzana Arif

Admissions Team Manager & School Place Planner

April 2024