

Highfield Primary School

Welcome Transfer to Secondary School SATs information



Secondary Transfer

Based on 'Your Guide to Secondary Schools in Enfield' Can download from internet or request copy from ESAS. Year 6 children will be given one each when they are made available.

www.enfield.gov.uk/admissions

Information Meetings

Officers from the Enfield Schools Admission Service are available to give advice by telephone during opening times on 020 8379 5501:

A few information evenings are held in some Secondary schools. One is normally at Winchmore School.

PAN London Application (London & Surrounding Counties)

- All parents list up to 6 preferences on their home local authority application form, even if applying for schools in another authority
- If your child attends an Enfield primary school, but you live outside the borough, you must use the common application form supplied by the borough in which you are living
- Will be offered the highest preference for which your child qualifies
- 1 offer only will be made

Apply Online...



- Parents must submit their school applications through the online application process. Please apply online. You can do this at **www.eadmissions.org.uk**. Paper forms will only be available in exceptional circumstances and not available until October at the earliest.
- Search facility for schools and links to other relevant sites
- Go to Enfield's website:— **www.enfield.gov.uk/admissions** for further information
- You must have an email address

ONLINE Applications



5 Good reasons why you should apply for your secondary school place **ONLINE!**

- 1** It is quick and easy to do – log onto www.enfield.gov.uk/admissions and follow the instructions.
- 2** You will get an email confirmation that your application has been submitted correctly
- 3** The online system checks that you are completing all the right sections of the application
- 4** The online system is available 24 hours a day 7 days a week until midnight on the closing date of 31 October 2010.
- 5** You won't have to wait for the post to arrive on Wednesday 2 March 2011 you can get your results online from 5pm on Tuesday 1 March 2011.

Closing date for online applications: 31st October 2018

Outcome of online application: 1st March 2019 (via email)

You can visit the library to use a computer but you must have an email address.

Paper Applications

- If you wish to make a paper application you will need to request an application form from the Enfield Schools Admission Service at the Civic Centre. This does need to be exceptional circumstances.
- Our school does not have paper copies of the applications.
- Paper applications at the latest to the Civic Centre in Enfield by the **30th October 2018.**



LONDON BOROUGH OF ENFIELD

APPLICATION FOR TRANSFER FROM PRIMARY TO SECONDARY SCHOOL IN SEPTEMBER 2009 (LONDON BOROUGH OF ENFIELD RESIDENTS ONLY)

If you live outside the London Borough of Enfield, you must not complete this form as it will not be processed. You must contact the Council where you live as soon as possible to ask for the application form for your Borough.

Before you complete this form, please read the information brochure, "Your Guide to Secondary Schools in Enfield". If your child attends an Enfield primary school, your completed form should be returned to the primary school by 24 October 2008. If your child attends a primary school outside the Borough or a private school, the form should be returned to the Enfield Schools Admission Service in the envelope provided by 24 October 2008.

1. Child's Details Please use black ink and BLOCK CAPITALS.

Child's Surname [text box]

Child's First Name [text box]

Please Tick Boy Girl

Child's Date of Birth Day Month Year

Child's Home Address

This must be the address where the child normally lives. If this is different from the parent/carer's address, please explain why on a separate sheet of paper. Similarly, if parents share custody, please explain this and give both addresses on a separate sheet of paper. See "Your Guide to Secondary Schools in Enfield" for further details. Please provide proof of address eg a copy of your recent Council Tax statement or a household bill.

Address lines and Post Code

2. Parent/Carer's Details

Title Initials Surname

Relationship to Child Mother Father Step Parent Foster Parent Social Worker Other Contact

Daytime/Mobile Tel. No.

Home Tel. No.

Parent/Carer's Home Address (if different from child's address given)

3. Primary School Details

Current School

Address of Child's Primary School (if it is outside the London Borough of Enfield)

4. Secondary School Preferences

Please nominate up to six (6) schools, whether they are within Enfield or outside the borough. Please indicate the postcode of the school if it is outside the Borough of Enfield. Do not list any private schools on this form. If your application for the school(s) nominated is unsuccessful, and you have not included alternative schools on your form, your child will be allocated a place at the closest school to your home address with a vacancy when the letters are sent on 2nd March 2009.

List your schools in the order you prefer them. This is very important because only one offer will be made and this will be the highest preference school for which your child has qualified under the admission criteria. Lower preference schools are withdrawn at this stage. If you later request a school that was listed as a lower preference on your application form, it is extremely unlikely that a place will become available.

You may wish to give reasons for your preference for these schools, for example, religious, philosophical or any other reasons for your request.

Table with 3 columns: Preference (1st-6th), Name of School, Reasons for Preference (optional). Includes Post Code fields.

5. Siblings

Does your child have any older siblings who will still be attending one of the schools you have named in September 2009? Siblings refers to all blood, half, step, adoptive and foster brothers and sisters who live at the same address. Please tick.

Yes No

If yes, please give details below

Table with 4 columns: Full Name, Date of birth, Boy/Girl, School Attending.

Schools in Enfield

see page 11 of Guide for open evenings

There are 20 secondary schools in Enfield:

- 7 community schools
- 2 foundation schools
- 4 voluntary aided schools
- 7 academies

Admission Criteria

- Check booklet for individual school criteria
- The criteria is clearly set in The Guide to Secondary School.

Summary:

- Children in public care
- Exceptional medical grounds/statement
- Children with brother or sister attending school at time of admission (living at same address)
- Children living nearest to school measured as the “crow flies”

Exceptions

- Chace Community and Southgate schools – priority zones for nominated roads

Full details in Booklet

Supplementary Information Forms (SIF) and Testing before Preference

If parents apply for any of the following schools in Enfield they may also need to complete the school's own supplementary information form –

- Enfield Grammar – Sports and Music criterion only
 - Bishop Stopford's
 - Kingsmead – PVA-art, drama or music (10% of places)
 - St. Anne's
 - St. Ignatius College
 - The Latymer
- If parents do not complete the necessary forms, the VA or foundation schools concerned may not be able to consider the application fully. The forms must also be returned to the schools by the specified date. In the majority of cases, if the forms are received after the date, the school will not be able to consider the application.

Enfield Grammar – To be confirmed...

Kingsmead – PVA (Performing and Visual Arts) Application Form -1st October 2018 followed by a workshop for the children on Saturday 13th October 2018

How will places be allocated?

When deciding which children receive places at oversubscribed schools, the published admission criteria must be used.

Your child will then be offered a place at whichever school is the highest ranked on your list for which they have qualified under the admission criteria. If it is not possible to allocate a place at any of the schools nominated on your form, your child will be allocated a place at the closest school to your home address with a vacancy.

You are therefore strongly advised to consider nominating a local school in your list of preferences, because you could be allocated a school some distance from your home if closer schools are oversubscribed.

Community Schools - What happened last year

The furthest distance the LEA offered places for admission in September 2018 on national offer day.

- **Highlands - 0.9 mile** (Ap 1605 P 240)
- **Southgate - 0.9 mile** (Ap 1571 P 250)
- **Winchmore - 1.0 mile** (Ap 1221 P 240)

What happens and when

- One local authority application form provided by Enfield to be used for all maintained schools (community, foundation, voluntary aided, academy) regardless of where the school is located
- Closing date for the submission of forms – 31 October 2018 – midday at the very latest – On-line application is preferred.
- All decisions will be made on 1st March 2019 (online). Should be received in post on 3rd March. Parents applying online will be able to access the outcomes during the evening of 1st March
- 6 preferences ranked in preference order
- **If your child is eligible for more than one place, the preference order on the form will be used to decide which school becomes the firm offer**
- If a foundation school, voluntary aided school, academy or free school is included in your preferences the governors of the school may ask you to complete a supplementary information form or parental questionnaire

If you are considering schools outside Enfield get hold of a copy of the relevant information booklet. Contact the relevant Admissions Section of the authority.

Check how you apply for a place. You may need to complete a supplementary information form - by a deadline



Things to remember...

- Visit all the schools you are interested in, especially those in your local area
- Look at the written information, including the schools' prospectus, pattern of admissions in previous years, OFSTED Report and also the admissions criteria
- Have a look at each school's website
- Distance counts for many schools and will often be a deciding factor
- You need to provide two copies of documents to confirm your address eg a council tax or utility bill less than 3 months old. If you have your council tax reference number (8 digits) they will use this as proof as address. They will check.
- Fill in 'change of circumstances form' if necessary

Please ring EASS for copies of the guide in community languages.

The following schools require supplementary information or testing:

Enfield Grammar – for Sports and Music criterion only – must complete by 12th September www.enfieldgrammar.com

Bishop Stopford's

Kingsmead – for Art, drama or music – 10% places www.kingsmeadschool.org
by 6th October

St Anne's

St Ignatius College

The Latymer –

The Library Service can provide help completing the form or online during October at the Internet Cafe opposite Edmonton Green Library.

- **Make an informed decision on the basis of first hand accurate and up to date information**
- **Remember: You are stating a preference rather than a choice**
- **Ask for advice and comments from:**
 - **the Admission Service**
 - **other parents with children attending the Secondary School**
- **Be realistic**



New Applications

After 2 March 2019, if you wish to make an application for a school that was not an original preference, or re-apply for a school that was a lower preference than the school your child has been allocated, the application must be made through the local authority on an ST2 form.

Appeals take place April – end of June.

Information about waiting lists will be sent to you with the result of your application.

Unless a Local Authority has given places illegally or your child has a statement or is a Looked After Child, schools cannot provide letters to support an appeal