

Moving from primary or junior school to secondary school in September 2017

Information for parents/carers

Is your child in Year 6 at a primary or junior school?

If so, they will be moving to secondary school in September 2017. This leaflet explains what you must do if you want to ensure that your child has a place in Year 7 at a secondary school/academy in September 2017.

What do I need to do?

1. Please read the “Transfer to secondary school in Cumbria – September 2017” booklet carefully before making an application. This booklet gives you all the detailed information you need to help you apply for a secondary school place. It is available on the county council’s website at cumbria.gov.uk/schooladmissions or, if you need a hard copy, by contacting the School Admissions and Appeals Team. Copies are also available to view at all primary, junior, secondary schools, academies and public libraries in Cumbria.

2. Complete the online application form. This can be found on the county council’s website at cumbria.gov.uk/schooladmissions and will be available from Friday 9 September 2016. The form asks you to express a preference for three **different** schools. More information about secondary schools in Cumbria can be found in the booklet. The advantages of applying online are:

- Your application will be acknowledged by email
- We will send an email to you to tell you which school your child has been offered by 9am on 1 March 2017, **before** the letters are sent out to those who applied on a paper form

If you are unable to apply online, you can download a form (SA3) from our website at cumbria.gov.uk/



The closing date to apply for a Year 7 secondary school place is **31 October 2016**

schooladmissions, ask your child’s current school for a form or contact the School Admissions and Appeals Team and we will send a form to you. Please return your completed form to your child’s current school.

Types of schools and their policies

There are different types of school: community, voluntary controlled, voluntary aided, foundation, free schools and academies. Cumbria County Council coordinates admissions for September Year 7 places at all of these schools.

Each school has an **admissions policy**. This states the number of pupils that will be admitted to each school. It also includes the criteria that will be used to decide which pupils should be admitted if the school is oversubscribed. **Admissions policies are not the same for all schools.** The Local Authority (LA) decides the admissions policy for community and voluntary controlled schools. For other schools the governing body/academy trust decides the admissions policy and arrangements.

Copies of these policies can be found on the county council’s website, or the school’s website, and summaries can be found in the booklet.

The LA is not responsible for allocation decisions made by voluntary aided, foundation and free schools and academies.

Frequently asked questions

Where can I find out more detailed information about the schools I am considering?

A list of schools is available on the county council's website. Each school may produce a prospectus which may help you to decide your three preferences. Most schools also hold open evenings. You may want to contact your preferred schools about these events. Prospectuses are usually available on schools' own websites and the Ofsted Reports for all schools are available at ofsted.gov.uk. You can also find out information about an individual school's performance at education.gov.uk/schools/performance.

I am not sure which is my catchment school. How do I find out?

If you need to find out which catchment area you live in, please contact the School Admissions and Appeals Team who will be able to tell you (contact details below). Please note that we cannot guarantee a place at a school even if you live within the catchment area. **Please see page 8 of the booklet for more information about catchment areas.**

What do I need to do if my child has special educational needs?

If your child has a statement of special educational needs or an education, health and care plan you should

still apply for a school place in the way explained above. **Please see page 39 of the booklet for more information.**

What about home to school transport?

A summary of the home to school transport policy is included in the booklet.

Where can I find out more about free school meals or uniform grants?

If you have previously received free school meals or a clothing grant and continue to receive one of the qualifying benefits, your child's free school meals and clothing grant will continue once your child moves to secondary school – you do not need to reapply. If you have not previously claimed but are now in receipt of one of the qualifying benefits listed on cumbria.gov.uk/childrenservices/schoolsandlearning/fsm.asp, you can complete an application form online, or contact **01228 221133** for more information.

Where can I find more information about school admissions?

Cumbria County Council's School Admissions and Appeals Team can be contacted on **01228 221582** or by emailing school.admissions@cumbria.gov.uk. You can find a copy of the booklet "Transfer to secondary school in Cumbria – September 2017" and other useful information at: cumbria.gov.uk/schooladmissions.

Important information:

- **Get your application in on time.** If it is received after **31 October 2016** it will not be considered with the applications received before the deadline unless there are exceptional circumstances that you confirm with us by 4 January 2017. It will be dealt with **after** all applications that were made on time have been allocated places. This could severely reduce the chances of you securing a place at one of your preference schools. More information about late applications can be found in the booklet.
- **Put three different preferences of school.** Try to make sure they are realistic. If you only put one school, list the same school three times, or name schools that could potentially be oversubscribed or are a long way from where you live, and you cannot be allocated a place at any of these schools, the LA will allocate a place at either your catchment school or, if this is oversubscribed, the nearest school with a place available. This will only happen **AFTER** all other applications have been processed.
- If a school that you are naming as a preference requires additional information, such as a copy of a baptismal certificate, make sure this is sent to the school by **31 October 2016**.

Remember
the closing date:
31 October 2016