

Transfer to secondary school in September 2024

AfC School Admissions Team

National coordinated admissions and Pan London

- Admission into secondary school is coordinated nationally across England, with a common deadline and national offer day.
- All 33 London boroughs, and 5 surrounding local authorities co-ordinate the processing of admissions with the aim of making a single offer per child wherever possible.

Timeline for on-time applications for 2024 entry

- Applications opened on **Friday 1 September 2023**
- Kingston Secondary schools hold open events in September and October. Information for all schools is available on the Kingston Council website and in the secondary admissions brochure. Check the school website in case you have to book a place
- Secondary applications close on **Tuesday 31 October 2023**
- Secondary national offer day is **Friday 1 March 2024**

Making an application

- Research the schools and how places were allocated in previous years.
- Apply online at eadmissions.org.uk if you are a Kingston resident. If you have any difficulties, contact the School Admissions team for support
- Name up to **six** schools in preference order, including in borough and out borough schools.
- Submit your application and any supplementary forms before **Tuesday 31 October 2023**

Benefits of applying online using eAdmissions

- 99% of applicants applied online last year.
- You can apply using a PC, laptop, tablet or smartphone.
- The application process is secure, with clear prompts at each stage.
- All preferences processed in accordance with the equal preference scheme.
- You can scan and attach supporting documentation - no postage required.
- You will receive confirmation that your application has been successfully submitted.
- You will receive an email with the outcome during the evening of **Friday 1 March 2024**.
- You will be able to accept or decline your offer online.

Preferences

- Parental right to name a **preference** for a school **does not** mean that a you have a **right to choose** a school, but we will meet parental preference as far as possible if spaces are available.
- Please don't assume that you are entitled to a place at a preferred school, a faith school, a single gender school, or the school nearest to the home address.

Places are allocated under the equal preference scheme

- Each school has a published admission number - the number of children who will be admitted into the year group.
- All applications are ranked in oversubscription order for each school on the application.
- If your child has a provisional place at more than one school, the offer will be made at the highest preferred school.
- Iterative process - as children are removed from lower preference lists the system re-allocates that place to the next eligible child until a steady state is reached.

Order of preference

- List the schools you wish to apply to in the order you prefer them.
- Each school will consider your application against their admissions criteria **only**, and not the order you place them on your form.
- Individual preference information is not shared with schools.
- If you want a selective school option, you need to consider your order of preference carefully.

Deciding on the order of preference - example 1

Preference	School	Provisional place?	Outcome
1st	The Tiffin Girls'	NO	WAITING LIST
2nd	The Kingston Academy	YES	OFFERED
3rd	Nonsuch High School	YES	WITHDRAWN
4th	Coombe Girls'	YES	WITHDRAWN
5th	Raynes Park High	YES	WITHDRAWN
6th	Tolworth Girls'	NO	WITHDRAWN

Deciding on the order of preference - example 2

Preference	School	Provisional place?	Outcome
1st	Grey Court School	YES	OFFERED
2nd	Tiffin School	YES	WITHDRAWN
3rd	Southborough High	NO	WITHDRAWN
4th	Chessington School	YES	WITHDRAWN
5th	Richard Challoner	NO	WITHDRAWN
6th	Coombe Boys'	YES	WITHDRAWN

Oversubscription criteria

- All schools must publish the oversubscription criteria which will be used to prioritise children where there are more applications than places available.
- This criteria is applied to all applications when a school is oversubscribed.
- The School Admissions team and schools **must** allocate in this order only - they have no discretion to consider any other information e.g. childcare arrangements, place of work
- Familiarise yourself with the oversubscription for your preferred schools and what priority your child will have for the school if it is oversubscribed.

Common oversubscription criteria

- Looked after and previously looked after children.
- Sibling link - brother or sister attending the preferred school at the time of admission.
- Child of a qualifying member of staff.
- **Exceptional** family, social or medical need why only one school is suitable. No priority is given for preference for a single sex school.
- Proximity to school
- Faith-based priority requiring a supplementary information form

Make sure you provide all the necessary supporting information if you intend to apply for priority under a higher criterion than distance. Further information is available in the guide.

Supplementary forms

- **Holy Cross** and **Richard Challoner** require you to complete a supplementary information form **in addition** to the common application form, if you wish to apply for priority under faith grounds. Return this form directly to the school.
- Check whether any of your preferred schools in other boroughs require a supplementary form.
- The closing date for all forms is **Tuesday 31 October 2023.**

Children educated out of of year group

For example, summer born children who delayed entry into Reception until 2017.

If your child is currently being educated outside of their chronological year group, there is no automatic right to continue to educate out of year on transfer to secondary school. Parents must contact their preferred schools to request permission to apply for a Year 7 place in September 2024.

National Offer Day 1 March 2024 (on-time applications)

- Offer will be sent to you via email during the evening after 5pm. Almost 94.5% of applicants were allocated a preferred school on National Offer Day in 2022.
- Respond to your offer via eAdmissions by **15 March 2024**.
- If the offer is not your preferred school, accept the offer until a higher offer can be made. This will ensure your child has a school place in September. Guidance will be provided on next steps available to you.
- Some children may receive an offer for an alternative school if a preferred school cannot be allocated. Others may not be offered a place at all initially, and the School Admissions team will contact those families to discuss their options.
- **Remember** - National Offer Day is only the start of the allocation process. There is a lot of movement from waiting lists before September.

Waiting lists

- Your child will automatically be added to the waiting list for any higher preferred schools.
- By law, waiting lists **must** be held in oversubscription criteria and re-ranked when a new application is received.
- Be prepared for waiting list positions to go down as well as up.
- Waiting lists will be maintained until end of the academic year in July 2025 when they will disbanded. You will need to complete an in-year transfer application in June 2025 for your child to join the list for the following academic year.

Further offers

- We will start to make further offers from the waiting lists **from Tuesday 2 April 2024** after all parental responses have been received and processed.
- Further offers will continue until the middle of September as places become available.

Appeals

- You have a legal right of appeal against the refusal to be given a place at any of your preferred schools.
- Appeals are heard by an independent panel not connected to either the school or the local authority.
- The panel will balance your case for wanting your child to attend the school, against the school's argument that they are full. You will need to present a strong case as to why your child has to attend that particular school.

Gathering information

- Read the [Admission to Kingston's Secondary Schools](#) guide available to download on the Kingston Council website. This provides information about each stage of the application process and your responsibilities as the applicant.
- Familiarise yourself with the oversubscription criteria for your preferred schools. These are summarised in the [Kingston's schools brochure](#) available on the Kingston Council website, but it is your responsibility to read them in full on the school's website before making your application.
- Look at the pattern of admissions from previous years, and be informed about the **likelihood** of being offered a place.
- Talk to your primary headteacher.

Other resources

- Kingston Council website - www.kingston.gov.uk
- Compare schools - www.gov.uk/school-performance-tables
- Ofsted reports - www.gov.uk/government/organisations/ofsted
- School admissions team - kingston.admissions@achievingforchildren.org.uk

FINALLY... SOME DOs and DON'Ts

DO read the brochure and visit the schools.

DO apply on time and provide all the requested documentation to make sure the appropriate priority is applied to your application.

DO familiarise with the school's oversubscription criteria and how places were allocated in the past - be **realistic** about the chances of your child getting a place at the school.

DON'T name only one school thinking it will guarantee you a place at that school - it won't!

DON'T contact your MP or councillor if you do not get allocated a place at your preferred school. They have no authority to change the decision. **Only the appeal panel can require a school to admit a child if they are full.**

**If you need help with your application, contact the
School Admissions team at:**

kingston.admissions@achievingforchildren.org.uk