



SECONDARY TRANSFER

Admission for September 2023

WHO SHOULD APPLY?



Children born between
**1 September 2011 &
31 August 2012**
transfer to secondary
school in
September 2023

Education, Health and Care Plans (EHCP)

There is a different process for children who have or are likely to get an EHCP. See the guide for more information.

TIMETABLE



1 September 2022

Applications open

Monday 31 October 2022

Closing date for on-time applications

Wednesday , 1 March 2023

National offer day

September 2023

Children start school

APPLYING ONLINE

www.eadmissions.org.uk

eAdmissions website for all London families

Use any device with internet access

easy to use on any device

smartphone / tablet / laptop / desktop computer



Email address

You need an email address to apply.

Confirmation of your application and offers are sent via email.

Trouble with computers? ... get help from ..

a relative / a friend / your child / your child's school

APPLYING ONLINE

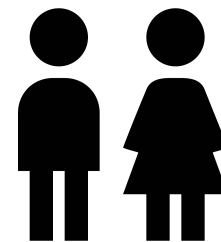


Two stage process

1. Register parent details and confirm email address.
2. Enter child details and preferences **SUBMIT**

Did you get a confirmation email?

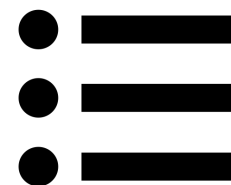
application reference number - 204-2024-09-E-123456



Changing the application – EASY !

make changes until midnight on 31 October 2022

SUBMIT, a confirmation email is sent each time





EXTRA DOCUMENTATION



Supplementary Information Forms (SIFs)

Required for schools with religious admission criteria

Available on our school directory or directly from the school

education.hackney.gov.uk/secondaryschools

Submit forms directly to the schools

Proof of address is ** NOT REQUIRED **

Your details are checked against council tax and other council records. If we can't confirm your address we may ask you to provide proof.

LATE APPLICATIONS

Applications submitted after 31 October 2022
will be considered late

Late applications are **seriously disadvantaged**

If there were exceptional reasons that prevented you applying before the closing date you must tell us before Friday 9 December 2022 and provide evidence.

After 9 December applications will be late regardless of the circumstances.





TAKE ACTION NOW!



Register to apply via eAdmissions - DO IT NOW

Register your details and confirm your email address

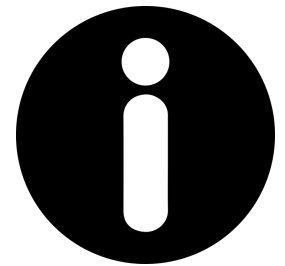
Add your preferences later but before 31 October 2022

Get more information

Read the printed guide carefully

Visit our website - education.hackney.gov.uk/secondaryguide

Contact the admissions team



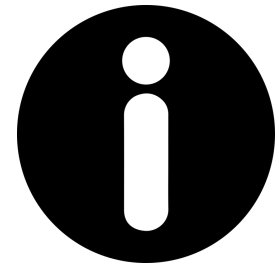
TAKE ACTION NOW!



Find your local schools - and your approximate distance
education.hackney.gov.uk/cutoffdistances

Visit school websites
education.hackney.gov.uk/secondarieschools

Attend Open Events
education.hackney.gov.uk/openevents



HOME ADDRESS

Use the address where the child is living on the closing date (31 October 2022)



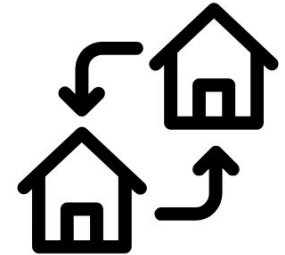
If the child lives at two addresses (e.g. where the parents are separated and share responsibility) use the address where the child sleeps and spends most evenings from Monday to Friday

Ask the admissions team if you are unsure what address to use **before** submitting your application.

If you give false or misleading information about your address the school place may be withdrawn even after school starts.

MOVING HOUSE

If you move house after submitting your application you must tell the admissions team immediately.



We need proof that you live at the new address e.g. exchange of contracts letter or a signed tenancy agreement AND a utility or council tax bill.

Tell us by 9 December 2022 for the new address to be used when processing your application. If you tell us after 9 December, we will only be able to use the new address to adjust your child's position on the waiting list after offer day (1 March 2023)

WHO GETS PRIORITY FOR PLACES?

Each school has a maximum number of children they can admit into Year 7. This is the 'published admission number' (PAN).

Schools with more applications than places use admissions criteria to decide who has priority for the places.



Priority is normally given to children with special educational needs, looked after children, brothers and sisters of children already attending the school and families who live nearest.

Read the admissions criteria for schools in the online school directory - education.hackney.gov.uk/secondaryschools



HOW DO PREFERENCES WORK?

Each school you list is given **equal** consideration no matter what preference you list it.

Schools rank all the applications they receive according to their admissions criteria. It is the **only the admissions criteria** that determine who has priority (the school doesn't know the preference number when they rank applications).

So why do parents have to rank the schools?

The preference ranking is **only used by the admissions team** to decide which school to offer when a child ranks high enough to qualify for more than one school.



PREFERENCES EXAMPLE

I have an older child at Skinners' Academy (a sibling)
.. but the children prefer to be at different schools

So .. I want a different school for the younger child ...
but if I can't get one of my preferred schools ... I want both
children at same school?

Don't I have to put Skinners' first preference to get a place?

Will there be any spaces left if I put Skinners' as a low preference?
Won't Skinners' fill up with first preferences?

NO! Skinners' can be last in the ranking without risking a place

The school rank applications based on admissions criteria only
The school don't know the preference rank

PREFERENCES EXAMPLE

OK .. I want either City, MCA, Petchey or Stoke Newington ... ? If I can't get those then I want Skinners?

🤔 .. **what school do I want the most?**

MCA - then list as first preference

🤔 .. **If I don't get MCA .. what school do I want?**

City - then list as the second preference ... and so on ...

Preference	School	Criteria
1	Mossbourne Community Academy	Random
2	The City Academy, Hackney	Distance
3	Stoke Newington School and Sixth Form	Distance
4	The Petchey Academy	Distance
5	Skinners' Academy	Sibling



THE ORDER OF YOUR PREFERENCES

You can list schools you want the most higher up in your preferences, even if the chance of getting a place is small.

You have an equal chance of getting a place at lower preference schools where you are more likely to qualify for a place.

So what should parents do?

List the school you want the most as your first preference. Your second preference should be the school you prefer if you don't get the first preference, and so on down their list of preferences.

**** don't over-complicate it ****

 Listing only one school or listing a school 1st preference does not increase the chance of being offered a place.



OFFER DAY – 1 MARCH 2023

Offer emails are sent **on the evening** of 1 March 2023.

The offer email has detailed information about how to respond and all your options eg waiting lists, appeals etc.

The offer will be for the highest ranked school on your application that is able to offer a place.

If your child is not offered a place at any of your preferred schools they will normally be offered a place at the nearest Hackney school to your home **that has vacancies remaining**.

Information for parents

Hardcopy guide - Apply for a Secondary School Place 2023



Website – education.hackney.gov.uk/secondaryguide



Email: secondary.transfer@hackney.gov.uk

Telephone: 020 8820 7000 (Option 3)
Mon, Wed & Fri, 9am - 5pm
Tues 1pm - 5pm, Thurs 9am - 1pm



In person: Tuesday 9am - 12pm and Thursday 1pm - 4pm at the Hackney Service Centre, 1 Hillman Street, E8 1DY