

Transferring to Upper School

A guide for parents of Cambridgeshire children transferring to upper school in September 2012

This leaflet explains how to apply for an upper school place for a child who lives in Cambridgeshire and was born between 1 September 1998 and 31 August 1999.

Application deadline 31 October 2011

All the information you need to apply for an upper school place is available on our website www.cambridgeshire.gov.uk/admissions. The website enables you to apply online and explains how we process your application for a place.

Alternatively you may apply using a paper application form, if you prefer. A copy is enclosed with this leaflet. For information regarding the Upper schools in your area, please contact the relevant local authority directly. However, as a Cambridgeshire resident, your application must be made through the Cambridgeshire Admissions Team.

Why not apply online for your child's school place?

You can make your application online at www.cambridgeshire.gov.uk/admissions

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- the system helps you by checking for errors;
- there is no risk that your application will get lost in the post;
- you will get an e-mail confirmation that your application has been received;
- you can change the details on your application up until the closing date;
- it is available 24 hours a day, 7 days a week up until the closing date of 31 October 2011.
- Support will be available from the Admission Team during the office hours below either by emailing admissions@cambridgeshire.gov.uk or telephoning 01223 699200:

Monday to Thursday	8.45am – 5.20pm
Friday	8.45am – 4.20pm

All applications are considered equally, whether online or on paper. Therefore, you should not apply twice.

Key Facts about the application process

What do I have to do?

You should select up to three schools in order of preference.

To help you make this decision you can:

- read the oversubscription criteria for the schools you are interested in;
- arrange to attend the schools' open events;
- look at other sources of information like the school prospectus and website;
- consider how your child will travel to school.

You must make an application by 31 October 2011.

- It is important that you apply by the closing date as applications which are received after the deadline will be classed as late. Applications which are late are considered after all those received on time. This may result in you not gaining a place at your preferred or catchment school.
- You must apply to the local authority **where you live**.
- We recommend you apply online at www.cambridgeshire.gov.uk/admissions. This facility will be open from 12 September 2011.
- If you do not want to apply online, you can apply using the enclosed paper application form.

What happens next?

We will offer your child a school place on 1 March 2012.

- If you applied online and requested confirmation by email, you will receive an email on 1 March 2012 informing you of the school you have been offered.
- Letters will be sent by second class post, despatched on the offer date.
- If your child qualifies for more than one school, we will offer you a place at the highest preference of school for which your child has qualified.
- If we are unable to offer your child a place at any of your preferred schools, we will offer you a place at the nearest designated school.

What happens if I am not offered the school I want?

- You can ask about and apply for other schools that have places remaining.
- You can request an appeal. If the school requested is within another local authority, your request for an appeal must be made through their admissions team directly.

Useful information

Important

- There is no automatic transfer to upper school.
- An application to the local authority is required in ALL cases. This can be on-line or paper.
- If you fail to make an application for your child you will not receive a school offer on 1 March 2012.

Considering a school

- Find details of a school's profile, Ofsted report and performance data at <http://schoolsfinder.direct.gov.uk/>
- Make time to visit the school.
- Do not judge a school by what others say.
- Think about transport and how your child will get to school.

Use your preferences wisely

- You are advised to name your catchment school as one of your preferences.
- Use all three preferences available to you and be realistic about the schools you apply for.
- List your school preferences in the order that you would most prefer them, not the order you think you might get them.

Allocating school places

- All applications received by the deadline are considered at the same time, no school offers are made on a "first come, first served" basis.
- Decisions about who to offer school places to are made solely using the oversubscription criteria for that school, no other information is taken into consideration.
- All applications to a school are considered at the same time, priority is not given to those who put the school as a first preference.
- All your preferences will be considered. The order in which you list the schools will be used if you can be offered a place at more than one school. In this case, you will be offered the school which you put as the highest preference.

Reminder

If you apply on-line and re-visit your application to view and make changes you **must** ensure it is re-submitted before 31 October 2011.

Naming a school

- Naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Naming the same school more than once will not increase your chance of gaining a place.

Important Dates

