

Starting Secondary School

A guide for parents of Cambridgeshire children starting secondary school in September 2012

This leaflet explains how to apply for a secondary school place for a child who lives in Cambridgeshire and was born between 1 September 2000 and 31 August 2001.

Application deadline 31 October 2011

All the information you need to apply for a secondary 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. It also gives details of all the schools in each area of the county and a PDF copy of the admissions booklet, Next Steps.

Alternatively you may apply using a paper application form, if you prefer. A copy of the booklet, which contains all of this information and an application form, can be requested from your local Cambridgeshire primary school or by contacting the Admissions Team: email: admissions@cambridgeshire.gov.uk tel: 01223 699200

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:

- find your catchment area school on-line at <http://my.cambridgeshire.gov.uk> or by looking at the booklet;
- find other schools in your area by looking at the booklet;
- 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 the home to school transport policy in the booklet and whether you will qualify for free transport to any of the schools you list on your application form.

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 request a booklet and application form either from a Cambridgeshire primary school or by emailing admissions@cambridgeshire.gov.uk or calling 01223 699200.
- If you are applying for St. Bede's Inter Church School, make sure you also complete the school's supplementary information form (SIF) by the closing date.

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?

- Your child's details will be added to the school's reserve list in case a place becomes available and will be held on this list until 31 December 2012.
- You can ask about and apply for other schools that have places remaining.
- You can request an appeal. For further information see <http://www.cambridgeshire.gov.uk/education/parents/admission/appealing/>

Useful information

Important

- There is no automatic transfer to secondary school.
- An application to the local authority is required in ALL cases. This can be on-line or paper.
- If you are applying for St Bedes Inter Church School and complete a SIF but no application form your child will NOT be considered for a school place.
- 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.

Dates of Open Events at Cambridgeshire schools

If you are applying for a secondary school place in Cambridgeshire for entry in 2012 you may wish to attend the open day/evening for any school you are considering. This will give you the opportunity to look round, speak to staff and students and listen to a talk by the Headteacher.

School Name	Date	Time
Abbey College	Wednesday, 5 October 2011	6-8 pm
Bassingbourn Village College	Thursday, 13 October 2011	Evening
Bottisham Village College	Thursday, 6 October 2011	6-8 pm
Chesterton Community College Academy	Thursday, 6 October 2011	6-8pm
The Parkside Federation: Coleridge Community College	Wednesday, 5 October 2011	Contact school
Comberton Village College	Thursday, 13 October 2011	Contact school
The Cottenham Federation: Cottenham Village College	Thursday, 20 October 2011	6-8 pm
Cromwell Community College	Thursday, 20 October 2011	Contact school
Ely College	Wednesday, 12 October 2011	Contact school
The St Neots Learning Partnership: Ernulf Academy	Thursday, 20 October 2011	6.15–8.30 pm
Hinchingbrooke School	Tuesday, 4 October 2011	9.20-11am and 7 pm
Impington Village College	Monday, 10 October 2011	9 am-3.35 pm
Linton Village College	Thursday, 6 October 2011	9.15 and 11.30am
The St Neots Learning Partnership: Longsands Academy	Tuesday, 18 October 2011	6.15-8.30 pm
The Manor School	Tuesday, 4 October 2011	7-9 pm
Melbourn Village College	Monday, 17 October 2011	6.30-8.30 pm
Neale-Wade Community College	Thursday, 29 September 2011	from 5.00 pm
The Netherhall School	Tuesday, 11 October 2011	Contact school
The Parkside Federation: Parkside Community College	Thursday, 13 October 2011	Contact school
Sawston Village College	Thursday, 6 October 2011	6-9 pm
Sawtry Community College	Thursday, 6 October 2011	6-8 pm
Sir Harry Smith Community College	Tuesday, 4 October 2011	6pm
Soham Village College	Tuesday, 29 September 2011	Contact school
St Bede's Inter-Church School	Wednesday, 12 October 2011	Contact school
St Ivo School	Thursday, 20 October 2011	6 pm
St Peter's School	Thursday, 6 October 2011	5.30-7.30pm
Swavesey Village College	Thursday, 6 October 2011	Contact school
Thomas Clarkson Community College	Wednesday, 5 October 2011	7-9 pm
Witchford Village College	Thursday, 13 October 2011	7-9 pm

The Local Authority accepts no responsibility for changes made to these dates after this leaflet has gone to print.