

# Hammersmith & Fulham

## Secondary Transfer Process 2018

# *Topics*

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# Introduction



Choosing a secondary school is a big decision for you and your child. This presentation highlights the main points and key dates that you need to be aware of.

Last year, over 14% of Hammersmith & Fulham applicants were not offered one of their preferred schools, so it is extremely important to research your school options before submitting an application.

Information about how places will be allocated can be found in the Secondary School brochure, available from your child's primary school, or through the local Admissions Team. We also recommend visiting the schools on the open days/evenings that they have arranged to find out how likely it is for your child to be offered a place.

At any point in the process you can contact the Admissions Team for advice;

Tel: 020 7745 6434

Email: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

# *Common Myths*

I will receive an offer at my nearest school.

I will get a place at one of the schools I name on the form.

I have a better chance of an offer at the schools I place highest on the common application form.

My child has special needs and will get a place.

I have overwhelming medical or social reasons for my choice of school and will therefore get a place.

I am entitled to a place at a single sex school or a faith based school.

# *Overview of the Process*

- If your child was born between 1 September 2006 to 31 August 2007 they should be applying for a school place for September 2018. The application *must* be submitted by the **31<sup>st</sup> October 2017**.
- The application is made to the borough in whose administrative area you live (i.e. where you pay your Council Tax).
- You can name up to **6** schools and can apply for schools that are in other boroughs.
- All preferences are treated *equally*. This means that wherever you place a particular school it will be treated the same way as any other applicant for that school. The details regarding where you ranked the preference are *not* shared with the school.
- Your preferences should reflect the schools you most wish your child to receive a place at.

# *Banding tests and Supplementary Information Forms*

- Some schools will require you to complete an additional form, usually referred to as a Supplementary Information Form (SIF):
  - Lady Margaret School
  - Sacred Heart High School
  - Fulham Boys' School (if applying for Foundation places)
  - London Oratory School
  - West London Free School (if applying for a musical aptitude place)
- Some schools require your child to sit a banding test:
  - Hammersmith Academy
  - Lady Margaret School
  - Fulham Boys School
  - Sacred Heart High School
- If you apply online you will be notified if there is an additional form to complete or if your child must sit a banding test. You will also find this information on the individual school websites and in the Hammersmith & Fulham secondary school brochure.

# Key Dates

1 September 2017

You will be able to apply online at [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions)

Paper applications will be available from the Admissions Team on request.

The *Your choice for secondary education* brochure will be available online with hard copies made available from Royal Borough primary schools from 14 September.

31 October 2017

## **Closing date for applications**

If you are applying online, you will have up until 11.59pm on 31 October to submit your application.

If you are applying on a paper form you will need to ensure your application is received by the Admissions Team by 5pm on the closing date.

1 March 2018

## **National offer day**

The Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail.

Online applicants will be notified by email on the evening of 1 March.

# Key Dates

15 March 2018

Deadline for successful applicants to accept or decline their school offer.

29 March 2018 onwards

Waiting list positions for schools held by the Admissions Team will be available. Further offers will be made as result of withdrawals and late applications for schools with vacancies from this date.

15 April 2018

To ensure appeals are heard by the end of the summer term, appeals managed by the Admissions Team must be lodged by this date. You will need to check with voluntary aided schools, Academies and Free Schools as deadline dates may vary.

June/July 2018

Appeals managed by the Admissions Team are heard by an independent panel. Voluntary aided, Academies and Free Schools will also arrange for appeals to be heard before the end of term.

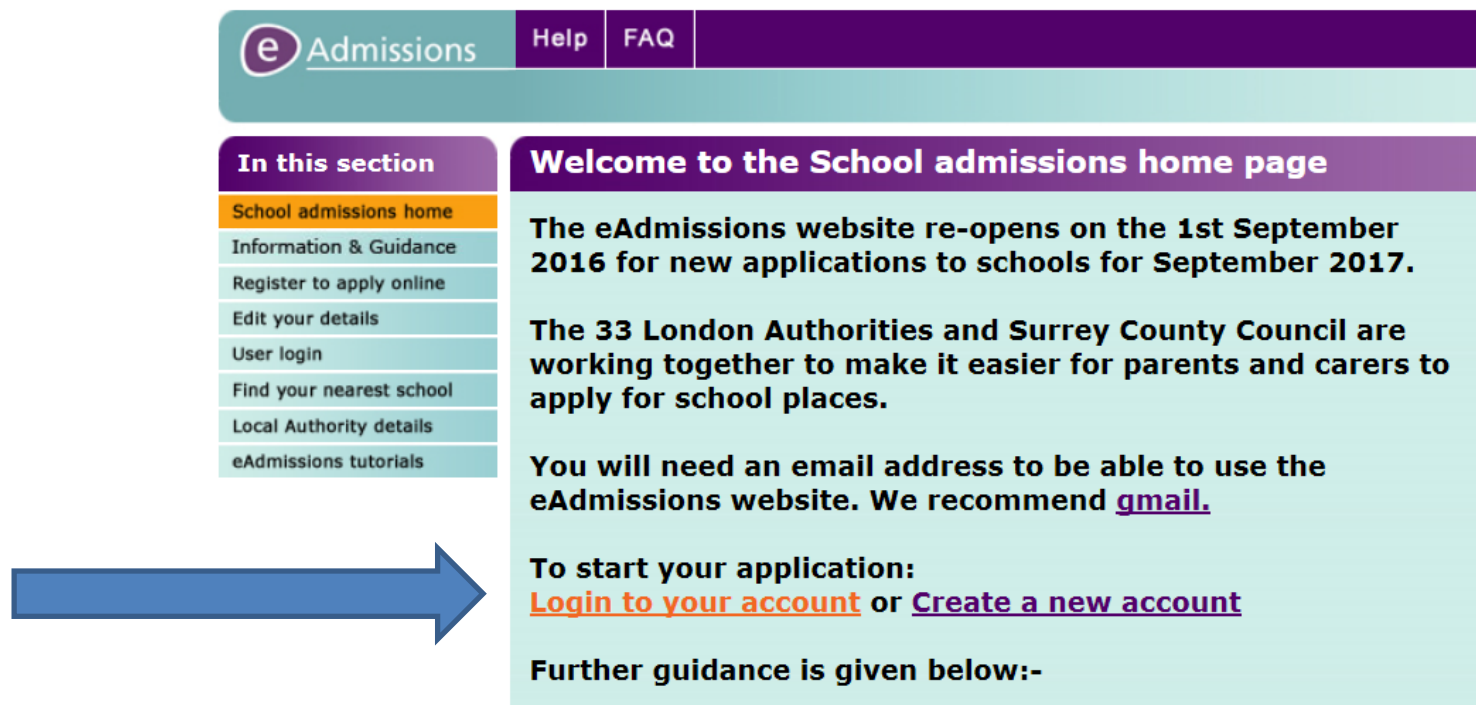


## *Advantages of the on-line application process*

- ✓ It is quick and easy to do.
- ✓ You can log back on to change or delete preferences up until 11.59pm on the closing date (ensure you resubmit your application if making changes).
- ✓ You are able to attach additional documents.
- ✓ You can register your mobile phone number to receive reminder alerts.
- ✓ You will automatically receive a confirmation email once you submit your application.
- ✓ During the evening of **1 March 2018** you will receive an email informing you that your outcome is available. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- ✓ You will be able to accept or decline an offer of a school place online.

# *The online application process*

- The web address is [www.eadmissions.org.uk](http://www.eadmissions.org.uk)



The screenshot shows the eAdmissions website interface. At the top, there is a navigation bar with 'e Admissions', 'Help', and 'FAQ' links. Below this is a sidebar menu titled 'In this section' with the following items: 'School admissions home' (highlighted in orange), 'Information & Guidance', 'Register to apply online', 'Edit your details', 'User login', 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. A large blue arrow points from the 'School admissions home' link to the main content area. The main content area has a purple header 'Welcome to the School admissions home page' and contains the following text: 'The eAdmissions website re-opens on the 1st September 2016 for new applications to schools for September 2017.', 'The 33 London Authorities and Surrey County Council are working together to make it easier for parents and carers to apply for school places.', 'You will need an email address to be able to use the eAdmissions website. We recommend [gmail](#).', 'To start your application: [Login to your account](#) or [Create a new account](#)', and 'Further guidance is given below:-'.

# *Local school options*

- Hammersmith & Fulham had 54% residents receive their first choice and 77% receive one of their top three preferences.
- 14% of applicants were not offered a preferred school. These applicants were offered an alternative school and invited to make additional preferences.
- Every applicant based on previous years is likely to have a choice of at least 3 realistic school options.
- All applicants should research their preferences and look at how places have been allocated in previous years to clarify whether their child is likely to receive an offer in the forthcoming round of admissions.
- Do not make assumptions about particular schools. Read the school prospectus and visit the school if possible to form your own opinion.
- <http://www.lbhf.gov.uk/schooladmissions> for more information.

# Local school options



## Make realistic preferences

- Consider what your plan would be if you are not offered a preferred school. **Last year there were almost 180 Hammersmith & Fulham residents who were not offered one of their preferred schools.**
- Over 85% of these applicants did not list the maximum number of 6 preferences on their application form.
- Many of these applicants added late preferences for local school(s), however these schools were already full. **If these late preferences were listed on their *original* application form they would have secured an offer during the initial round of allocations in March.**
- These pupils have now applied for schools further from the home address, and in many cases have been offered schools in excess of 6 miles from their home address.
- Unless you have an extremely high chance of securing a place at your preferred school (for example, there is a sibling attending and this forms part of the schools admission criteria) then *you are strongly advised to list more than one school.*
- Do not rely on Ofsted reports to make judgments about schools. Schools may have changed significantly since the report was produced.
- It may be the case that you are not particularly keen on your local school, however you should keep all your options open, and if possible visit the school during it's Open Day/Evening.

# Local school options



## Things to be aware of...

- Hammersmith Academy have changed their banding arrangements. In the last two years, Band E only offered to a small geographic area. If your child falls into Band E we strongly recommend listing additional schools on your application, even if you live very close to Hammersmith Academy.
- West London Free School only have a small number of places available on straight line distance. They also offer a small proportion of places at random to children living further afield.
- If you are interested in Catholic schools please be aware that some schools offer using a random tie-break criterion (eg. London Oratory) and therefore living close to the school will not give you priority. It is worth considering other Catholic schools which offers places to Catholic applicants on the basis of distance (eg. St Thomas More in Kensington & Chelsea).
- Last year there were numerous applicants that lived close to Fulham Cross Girls' School but did not list it as a preference on the original application form. When these applicants were not offered one of their preferred schools they decided to make a late application for Fulham Cross Girls' School, but they were added to a waiting list, as all places had already been taken by girls living further afield. You should make use of all 6 preferences from the outset.

# Local school options



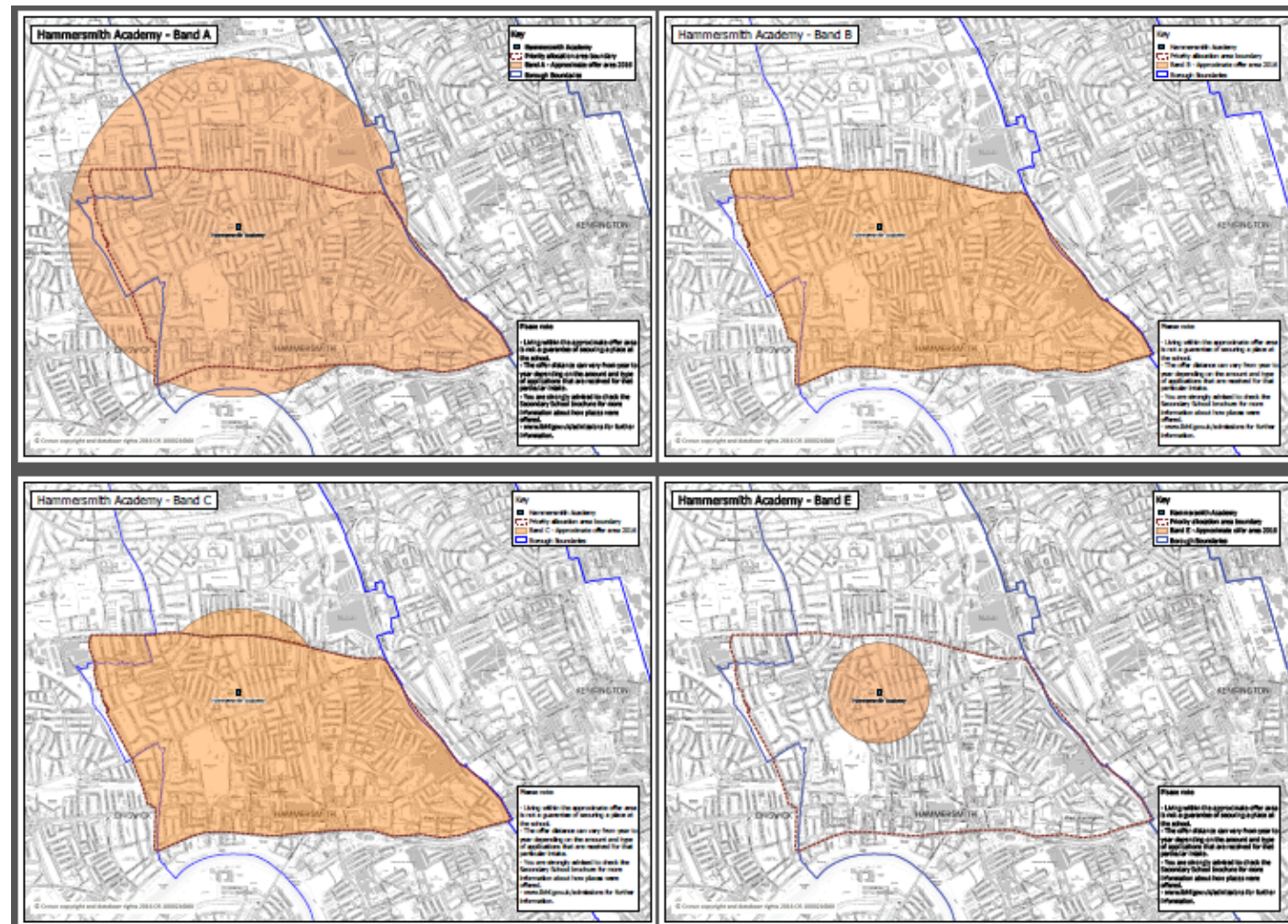
## Things to be aware of...

- If you would prefer single-sex education for a boy, please note that Fulham Boys' School offer some places at random within concentric circles from the school. Living close to the school site is not a guarantee of being offered. Fulham College Boys' School offer on straight line distance, and will generally have places available for all boys that apply from Hammersmith & Fulham.
- Hurlingham Academy is now run by United Learning. This is the chain behind the extremely popular, Paddington Academy in Westminster.
- Lady Margaret School only offer their open places to a very small geographic area and you are advised to cross-check your address against the previous year's offer maps.
- Explore school options outside the borough, particularly Kensington & Chelsea or Wandsworth (eg. Ark Putney, Harris Academy Battersea, etc).

# Maps

- Where relevant, offer maps are provided at: <http://www.lbhf.gov.uk/schooladmissions>

Example:



## *Post-offer process*

- If you applied online, you will receive notification of the outcome of your application during the evening of **1 March 2018**. All applicants will receive the outcome letter and further details in the post on 2 March 2018.
- You will be required to accept within 14 days by the **15 March 2018**. Online applicants can quickly complete this at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Paper applicants will need to return the reply slip in the post.
- You can stay on the waiting list for any higher preference schools that you have not been offered. You also have a right to an independent appeal.
- If you are not offered a preferred school you will receive an alternative offer, typically the closest school with availability. You will also receive details of local schools that may still have availability and will be invited to make further preferences if you are unhappy with the school that has been offered. This must be done via the Local Authority where you reside.
- The national offer date is *not* the end of the process. Further offers will go out from **29 March 2018** onwards. Places will become available between March and September and applicants will be contacted and offered places as and when they arise.



# Appeals

- You are entitled to appeal for a school place at any school that you have been unsuccessful in obtaining a place at.
- Appeals will be heard May to July (depending on the school), by an independent panel and the school is required to comply with the decision of the panel.
- Be realistic about your chances of securing a place via the appeal process. The appeal breakdown from last year is provided below:

School	Appeals Heard	Appeals Upheld
Ark Burlington Danes Academy	14	6
Hammersmith Academy	35	3
Lady Margaret School	6	0
London Oratory School	50	2
Sacred Heart High School	23	2
West London Free School	14	0

## *School Admissions Team*

Email: [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)

Tel. 020 7745 6434

(9am to 2pm Monday to Friday)

The Hammersmith & Fulham admissions team works in partnership with the Royal Borough of Kensington and Chelsea and Westminster City Council as a joint service.