

Starting Secondary School

A guide for parents of Cambridgeshire children starting Secondary school in September 2017

This leaflet explains how to apply for a Secondary school place if your child lives in Cambridgeshire and was born between 1 September 2005 and 31 August 2006.

Application deadline 31 October 2016

All the information you need to apply for a secondary school place, including an online application form and electronic copy of our full admissions guide *"Next Steps, Admission to Secondary School; a guide for parents"*, will be available on our website www.cambridgeshire.gov.uk/admissions

Alternatively, you may apply using a paper application form. A copy of the admission guide and application form can be requested from any Cambridgeshire primary school or by contacting the Admissions Team: email: admissions@cambridgeshire.gov.uk
Tel: 0345 045 1370

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

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- there is no risk that your application will get lost in the post;
- you can change / amend the details on your application up until the closing date;
- you will get an e-mail confirmation when your application has been received and each time it is successfully re-submitted;
- it is available 24 hours a day, 7 days a week up until the closing date of 31 October 2016;

Support will be available from the Admissions Team during the office hours below either by emailing admissions@cambridgeshire.gov.uk or telephoning 0345 045 1370:

Monday to Thursday	9.00am – 5.00pm
Friday	9.00am – 4.30pm

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 *Next Steps* admissions guide;
- find other schools in your area by looking at the *Next Steps* admissions guide;
- 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 2016.

- It is vital that you apply by the closing date. Applications which are received after the deadline will **not** be processed until after the national offer date of 1 March 2017
- Applications can be made either online at http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place or on a paper application form available from any Cambridgeshire primary school or by contacting the Admissions Team.
- If you are applying for St. Bede's Inter Church School, make sure you also complete the school's supplementary information form (SIF) and return it to the school by the closing date, otherwise your application will not be processed under the school's faith-based criteria.

What happens next?

We will offer your child a school place on 1 March 2017.

- If you applied online and requested confirmation by email, you will receive an email on 1 March 2017 informing you of the school you have been offered.
- School offer letters will be sent by second class post, despatched on 1 March 2017, to everyone who applied before the deadline, whether you applied on paper or online
- If we are unable to offer your child a place at any of your preferred schools, we will offer 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 2017.
- You can ask about other schools that have places remaining, and submit a new application requesting alternative school preferences.
- You can request an appeal. For further information see http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/8

Useful information

Important

- There is no automatic transfer to secondary school so an application to the local authority is required in **ALL** cases.
- If you fail to make an application for your child's place before the deadline an offer of a place will **not** be made for your child on 1 March 2017. This may have a severe and negative impact on your chances of securing a place at your preferred school.
- If you are applying for a place at St Bede's Inter Church School you must ensure you complete both a Supplementary Information Form (SIF) **and** a Local Authority Application Form.

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

- 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.
- You are advised to name your catchment school as one of your preferences.

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 and priority is **not** given to those who put the school as a first preference.
- 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 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 2016.

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

School:	Date:	Time:
Abbey College	03/10/2016	18:00 - 20:00
Bassingbourn Village College	29/09/2016	
Bottisham Village College	06/10/2016	
Cambourne Village College	05/10/2016	
Chesterton Community College	06/10/2016	18:00 - 20:00
Coleridge Community College	04/10/2016	
Comberton Village College	06/10/2016	
Cottenham Village College	29/09/2016	Evening
Cottenham Village College	06/10/2016	09:15 - 11:00 ¹
Cromwell Community College	20/10/2016	
Ely College	14/10/2016	Evening
Ely College	15/10/2016	Morning
Ernulf Academy	18/10/2016	
Hinchingbrooke School	05/10/2016	
Impington Village College	03/10/2016	18:00 - 20:30
Linton Village College	06/10/2016	17:30 Onwards
Longsands Academy	20/10/2016	
Melbourn Village College	26/09/2016	
Neale-Wade Academy	29/09/2016	17:00 and 18:30
Netherhall School	13/10/2016	17:30 Onwards
North Cambridge Academy	Contact School	
Parkside Community College	13/10/2016	
Sawston Village College	06/10/2016	18:30 Onwards
Sawtry Village Academy	06/10/2016	
Sir Harry Smith	04/10/2016	18:00 - 20:00
Soham Village College	29/09/2016	18:00 Onwards
Soham Village College	Various ²	
St Bede's	12/10/2016	
St Ivo School	06/10/2016	18:00 Onwards
St Peter's School	27/09/2016	
Swavesey Village College	29/09/2016	
Thomas Clarkson Academy	06/10/2016	18:00 - 20:00
Trumpington Community College	28/09/2016	
Witchford Village College	06/10/2016	

¹ If you wish to attend this event, please register with the school directly by emailing Headspa@cvcweb.net

² Soham Village College will be holding open mornings on October 5,6,12,13,19 and 20. Please contact the school to pre-book places on any of these sessions.