

Applying to secondary schools - September 2009

As you are probably aware, the process for applying for secondary schools will begin later this year. Starting secondary school is a big step for children and can be an anxious time for all those concerned. Because of this we thought it would be helpful to give you a broad outline of the timetable and what actually happens.

Please bear in mind that this information is being sent out before the process starts. It should be treated as guidance only as we cannot guarantee that there will not be any changes before the beginning of September.

The Guide to Secondary Schools in Enfield information brochure, together with the application form, will be forwarded to all families at the beginning of September.

Which children will transfer to secondary school in 2009?

Children born between 01.09.97 and 31.08.98 will be transferring to secondary school in September 2009. If your child has a Statement of Special Educational Needs, the SEN Services Team will contact you to explain the process for transfer, as the arrangements for your child will be different.

How the system works

Parents are invited to nominate up to six schools either in Enfield or outside the borough. All preferences must be included on the borough form and ranked in preference order, even if the schools are in another authority. This is very important because only one offer will be made and this will be from the highest preference school for which your child has qualified under the admission criteria.

Please note that applying for only one school will not improve your chances of getting a school place. If it is not possible to allocate a place at any of the schools nominated on your form, your child will be allocated a place at

the closest school to your home address with a vacancy. You are therefore strongly advised to consider including a local school in your list of preferences, because you could be allocated a school some distance from your home if closer schools are oversubscribed.

If your child attends an Enfield primary school but you live outside the borough, you must use the common application form supplied by the borough in which you are living. You should contact your home authority to request the application form and information pack.

How to apply

- You should visit as many schools as possible. The open evenings are detailed on the back cover of this leaflet.
- Check the admission criteria for each school you are interested in.
- Make sure you register in time if you wish your child to sit selection tests for The Latymer School in Enfield or any selective schools outside the borough.
- After visiting the schools on their open evenings, complete the application form with up to six school preferences, ranking them in your true preference order. You must include all the schools you wish to apply for, even if they are outside the borough of Enfield.
- If you are applying for a school that requires you to complete a supplementary information form, these forms must be returned directly to the schools by the specified date. The Enfield schools that require a supplementary form are: Bishop Stopford's CE, Enfield Grammar (sports or music applications only), St. Anne's Catholic High School for Girls, St. Ignatius College and The Latymer School.
- If you are considering applying for schools outside Enfield, you should contact the relevant local authority for information about schools in their area. They will be able to advise which schools require you to complete supplementary information forms.
- If your child attends an Enfield primary school the application form must be returned to your child's school by Friday 24th October 2008 at the latest.

- If your child does not attend an Enfield primary school but you live in Enfield, you must return the application form to the Enfield Schools Admission Service, PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ by Friday 24th October 2008 at the latest.

Late applications

If your application is not received by your child's Enfield maintained primary school or by the Enfield Schools Admission Service by Friday 24th October 2008, your child will not be considered for a place until after the initial offer of places on 2nd March 2009. The Authority does, however, reserve the right to accept a late application where it considers there are exceptional reasons for the application not being received on time.

How offers will be made

All preferences will be considered. If applications for a school exceed the number of available places, the admission criteria will be applied to decide which children are eligible to be offered a place. If your child is eligible for more than one of the schools you have nominated, they will be offered a place at whichever of these schools was ranked higher on your form. All lower ranking preferences are then withdrawn.

You will be informed of the outcome of your application by letter, posted on national offer day 2nd March 2009.

Examples of how the allocation procedure works

It is not possible to know how many applications there will be for each school, and therefore it is difficult to predict whether we will be in a position to offer one of your preferred schools.

Most parents make preferences that result in the offer of a school place which they find satisfactory. However, this is not always the case, and some parents are disappointed with the outcome of their application. The following examples may be helpful.

Andreas

- 1st preference: Enfield Grammar
- 2nd preference: Southgate
- 3rd preference: Lea Valley High School & Sports College
- 4th preference: Chace Community
- 5th preference: none indicated
- 6th preference: none indicated

Andreas and his parents live in Enfield Town. Andreas doesn't attend a primary school within a mile radius of Enfield Grammar School and he is therefore considered under criterion 4.2. Regrettably Enfield Grammar is not able to offer a place. The family lives further than the maximum distance it is possible to offer children for Southgate School. Lea Valley High is able to offer places to all children who nominated the school as a preference. Andreas lives within the distance reached for Chace Community School and it is possible to offer a place.

Outcome: A place is offered at Lea Valley High School and Sports College as this is ranked as a higher preference on the application form than Chace Community. The place at Chace Community is withdrawn and allocated to another child.

Hassan

Hassan lives 0.2 miles from his local community school but his parents don't want him to go there. They do not nominate this school as a preference, nor his next most local school which is 0.5 miles from his home. Hassan would have qualified for both these schools in previous years.

Their preferences are:

- 1st preference: The Latymer School
- 2nd preference: St. Ignatius College
- 3rd preference: Enfield Grammar School
- 4th preference: Highlands
- 5th preference: Bishop Stopford's CE
- 6th preference: Southgate

Hassan sits the tests for The Latymer School but does not gain a high enough mark in the second round of tests to be offered a place. The supplementary information forms are submitted for St. Ignatius College but Hassan is not Catholic. The school is oversubscribed and is not able to consider any non-Catholic boys. Enfield Grammar considers Hassan's

application under criterion 4.2 of their admission arrangements but is not able to offer a place. The local authority considers Hassan for Highlands School but he lives 2.9 miles from the school and it is only possible to offer places to children living up to 1.3 miles from the school this particular year so his application is unsuccessful. The family nominates Bishop Stopford's as a preference but does not complete the school's own supplementary information form. The governors of Bishop Stopford's are not able to consider the application in detail, as they have no further information about Hassan. The local authority considers Hassan for Southgate School but he lives 3.2 miles from the school and it is only possible to offer places to children living up to 1.6 miles this particular year so his application is unsuccessful.

Outcome: It is not possible to offer a place at any of the schools listed on Hassan's application form because he has not fulfilled the admission criteria. The two schools closest to Hassan's home, which the family chose not to nominate as preferences, are full with children whose parents nominated them on their application forms. Hassan is therefore allocated a place at the nearest school to the family home with places available at the time of allocation. This school is 3.2 miles from his home.

Rachel

- 1st preference: St. Anne's
- 2nd preference: Bishop Stopford's
- 3rd preference: Enfield County
- 4th preference: Albany
- 5th preference: none indicated
- 6th preference: none indicated

Rachel lives in Enfield Lock and she is a baptised Catholic. She and her family attend their parish church regularly. They complete St. Anne's supplementary information form and the governors decide they are in a position to offer a place. The family do not complete Bishop Stopford's supplementary information form, which means that the governors are not able to consider the application in detail and are unable to offer a place. Rachel is considered for Enfield County from the quota area in which her primary school falls. Although there are more applications for Enfield County than places available, the

admission criteria are applied and it is possible to offer Rachel a place. Albany School are able to offer Rachel a place based on the distance from her home to the school.

Outcome: Rachel is offered a place at St. Anne's and the places at Enfield County and Albany are withdrawn and reallocated to other children in accordance with each school's admission criteria.

Yasemin

- 1st preference: The Latymer
- 2nd preference: Winchmore
- 3rd preference: Highlands
- 4th preference: The Gladys Aylward
- 5th preference: Salisbury
- 6th preference: none indicated

Yasemin lives in Edmonton, N9. She sits the first test for The Latymer School but does not secure a high enough mark to be recalled for the second round of tests. She is considered for all the other schools and could be offered a place at Winchmore, The Gladys Aylward and Salisbury. The family lives further than the maximum distance it is possible to offer children places at Highlands School.

Outcome: A place is offered at Winchmore School which is the highest ranked school on the application form for which Yasemin has qualified under the admission criteria. The places at The Gladys Aylward School and Salisbury School are withdrawn and offered to other pupils.

It is important you understand the way in which places are allocated at secondary schools. If you have any queries please either:

- talk to your child's primary school
- contact the Enfield Schools Admission Service
- attend the information sessions that will be offered in September and read the Guide to Secondary Schools in Enfield which will be forwarded to all families at the beginning of the autumn term

Questions and answers

The questions and answers on the following pages may help you when considering your application.

Does the law guarantee my child a place in the school of my choice?

No. The law states that parents may express a preference for any school. However, if more parents express a preference for a school than there are places available, oversubscription criteria (admission criteria) will be applied and some children will be unsuccessful.

I live in Enfield. Can I apply for schools in other areas?

Yes. You may list schools in other Local Authorities (LAs) amongst your six preferences on the Enfield application form.

I have just moved out of Enfield but my child still goes to an Enfield primary school. Which application form should I complete?

You must complete the application form from your 'home authority', that is the area in which you live. This is because it is your home authority that is responsible for processing your application, even if all the schools you nominate are in another authority. In the same way, Enfield would be the home authority for families who have recently moved from other areas, even if the children continue to attend primary school in another borough.

Will my child be able to apply for selective schools in more than one local authority?

Yes, as long as you nominate them as preferences on the Enfield form. If the school has two stages of selection you may be advised if your child has been selected to go through to the second stage. You will not, however, be able to change your preferences if your child is unsuccessful at this stage.

Why am I asked to nominate up to six schools as preferences?

It is really important that as many children as possible are offered a place in one of their parents/carers preferred schools on 2nd March 2009. Including schools that are local to your home address is more likely to make this happen. Remember that if more than one school on your list can offer a place, you will be offered whichever of these is ranked higher.

What will happen if I nominate only one or two schools as preferences?

If you have checked the admission criteria carefully and you are very confident that your child has a high enough priority, for example, there is a sibling already attending the school and who will still be on roll in September 2009, you may not wish to use all six preferences. Remember however that if your application is unsuccessful, your child will be allocated a place at the closest school to your home address with a vacancy, and this may be some considerable distance from your home.

I only want to apply to one foundation/voluntary aided school. Do I still need to fill in the Enfield application form?

Yes. Your application can only be considered if you have completed the application form provided by your home authority. Everyone must apply through their home authority as well as completing any supplementary information forms required by voluntary aided or foundation schools.

Do children in independent and private schools have to complete the borough application form?

Yes, if they want to apply for a local authority maintained school, voluntary aided or foundation school or an academy either inside or outside Enfield.

No, if they are transferring to a secondary school in the private sector.

What happens if I miss the deadline of 24th October 2008?

Applications must be submitted by Friday 24th October 2008 at the latest.

Applications received after the 24th October will not be considered with those received on time unless a senior officer of the local authority is of the opinion that there is an exceptional reason for lateness. If you apply late we will consider your application after the initial allocation of places on 2nd March 2009.

How are places allocated?

Most schools have more applications than places available. Each school has admission criteria to decide which children will be offered places first and it is important that you read these carefully. Places have to be allocated in accordance with the published criteria. The admission criteria for each school

are listed in order of priority so you can assess the likelihood of your child being offered a place.

How important is distance from home to school?

Distance is the criterion under which most pupils applying for community schools will be considered. Unless your child has a Statement of Special Educational Need, is looked after by the local authority, has a medical condition that requires them to attend a particular school or has a sibling already attending the school in question and who will still be on roll in September 2009, it is distance from home to school that will be the deciding factor. Realistically, the closer you live to a school that you nominate, the more likely you are to qualify for a place.

The 'Guide to Secondary Schools 2009' brochure that will be forwarded to you at the beginning of the autumn term, details the distances that we have been able to offer places at community schools for the past 3 years. This information should be used for guidance only, and does not guarantee that the distance will be the same in future years.

Does a school know where I listed it in my order of preference?

No. Only the Enfield Schools Admission Service holds this information.

Am I guaranteed to get one of the schools I nominate as a preference?

No. Although we expect to be able to offer the majority of applicants one of their six preferences, it is not always possible when schools are oversubscribed. It is very important that you read the admission criteria and include a local school in your list of preferences.

What if my child qualifies for more than one school?

The co-ordinated admission arrangements ensure that each child receives only one offer of a school place. If your child is eligible for more than one of the schools you have nominated, they will be offered a place at whichever of these schools was ranked higher on your form.

When will I know the outcome of my

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As long as you submit your application form by Friday 24th October 2008 at the latest, a letter will be posted to you on national offer day 2nd March 2009 informing you of the outcome of your application. If you live in Enfield and have not received your letter by 6th March 2009 you should contact the Enfield Schools Admission Service.

What happens if I decide not to accept the place I am offered?

If you refuse the place offered, your child will be without a school place and you will face a period of uncertainty. Our advice to parents/carers is to avoid putting themselves or their child in this position. You can accept the place offered whilst still pursuing your preferred schools through reserve lists and the appeal process. Further information regarding reserve lists and appeals will be forwarded to you with your allocation letter.

What happens if I have secured a place for my child at an independent school?

Please let the Enfield Schools Admission Service know as soon as possible so that the place you have been offered can be re-allocated to another child. You should also let us know the details of the school your child will be attending.

What happens if my situation changes after I have returned the application form?

If your circumstances change after you have submitted your application, please contact the Enfield Schools Admission Service on 020 8379 5501 for individual advice.

The full information brochure "Your Guide to Secondary Schools in Enfield", together with the application form, will be forwarded to all families at the beginning of September.

Details of open evenings for Enfield schools can be found overleaf.

Enfield Secondary School Open Evenings

School	Address	Date of Open Evening
Albany	Bell Lane, Enfield, EN3 5PA	Mon 20th October - 6.00pm
Bishop Stopford's CE	Brick Lane, Enfield, EN1 3PU	Tues 30th September - 6.00pm
Broomfield	Wilmer Way, Southgate, N14 7HY	Tues 14th October - 7.00pm
Chace Community	Churchbury Lane, Enfield, EN1 3HQ	Wed 8th October - 5.30pm
Edmonton County	Lower School Site, Little Bury Street, Edmonton, N9 9HZ	Mon 6th October - 6.30pm
Enfield County	Lower School Site, Rosemary Avenue, Enfield, EN2 OSP	Mon 13th October - 6.30pm
Enfield Grammar	Upper School Site, Market Place, Enfield, EN2 6LN	Mon 13th October - 6.30pm
Highlands	Worlds End Lane, London, N21 1QQ	Mon 20th October - 6.00pm
Kingsmead	Southbury Road, Enfield, EN1 1YQ	Thurs 16th October - 6.00pm
Lea Valley High School & Sports College	Bullsmoor Lane, Enfield, EN3 6TW	Thurs 2nd October - 6.00pm
Oasis Academy, Enfield	Kinetic Crescent, Innova Park, Mollison Avenue, Enfield, EN3 7XU.	Wed 15th October - 6.30pm
Salisbury	Turin Road, Edmonton, N9 8DQ	Tues 7th October - 5.30pm talk by Headteacher only. Wed 8th October - school open day from 10.30am - 12.30pm
St. Anne's RC	Lower School Site, London Road, Enfield, EN2 6EL	Tues 7th October - 7.00pm
St. Ignatius College	Turkey Street, Enfield, EN1 4NP	Thurs 25th September - 6.00pm
Southgate	Sussex Way, Cockfosters, EN4 0BL	Wed 24th September - 6.30pm
The Gladys Aylward	Windmill Road, Edmonton, N18 1NB	Wed 15th October - 6.30pm
The Latymer	Haselbury Road, Edmonton, N9 9TN	Monday 15th September 7.30 talk by Headteacher (no children) Tuesday 16th September 7.30pm talk by Headteacher (no children) Wed 17th September 4.00pm - 7.00pm tours of the school only Thurs 18th September 4.00pm - 7.00pm tours of the school only
Winchmore	Laburnum Grove, Winchmore Hill, N21 3HS	Wed 1st October - 6.30pm

