

TRANSFERRING TO SECONDARY SCHOOL - WHAT TO DO NOW?

Copies of the Shropshire 'Parents' Guide to Education' booklet can be found on our website www.shropshire.gov.uk/schooladmissions. Please read all the information contained in the booklet about secondary schools in Shropshire, even if you have been through this process before with an older child.

HOW TO APPLY:

Please apply online by going to our website:

www.shropshire.gov.uk/schooladmissions

- The process is confidential, and you will be invited to provide your own password which you should keep safe as you will need it to view the result of your application.
- You may find it convenient to use the Unique Identity Number (UID No.) from the top of your letter but you can make your application without this number. (Click no UID.)
- Internet access is free at Shropshire libraries. However, if you have any difficulties in making your application online, please enquire with your local primary school or library.
- **The closing date for all secondary school applications is 31 October 2020.**
- Please inform us if the name and address details on your letter are incorrect or if you will be moving house before 1 March. (You should also inform your child's school.)

OTHER THINGS YOU NEED TO KNOW

If there are more places available than the number of applications, every applicant will be offered a place. However, if there are more applicants than places available, then the appropriate oversubscription criteria are applied to determine who will qualify for places. You are therefore advised to state more than one preference, particularly if you are not making your designated catchment school your first preference.

The oversubscription criteria for Shropshire secondary schools are listed in the Parents' Guide booklet. The preference scheme in Shrewsbury is operated in a slightly different way to areas in the north and south of the county. **Oversubscription criteria for academies may also differ.** If in doubt, please consult the school's website, the Parents' Guide booklet or the Admissions Team for verification.

If you live in Shropshire but wish your child to attend a school in a neighbouring authority you should read the information on pages 5-6 of the booklet. You should include all such schools on your application. If you wish to apply for a selective school, please read the relevant of our Parents' Guide booklet. You should name the school concerned in your Shropshire application but should also make contact with the school directly for further information on the selection process. Non-Shropshire residents should read page 5 of the booklet to determine whether their application should be made to Shropshire Council.

Late applications (received after 31 October 2020) or changes of preference cannot be dealt with before 1 March 2021, unless relating to exceptional family circumstances, such as a house move or a change which affects how an application would be considered and evidence would be required. A change would need to be verified before 8 February 2021 to be included in the main allocation round. Please be aware that if your application is received after the closing date, then your preferred school may be full before your application is processed.

Online applicants will be able to log on to view their own allocations on 1 March 2021. Shropshire Council will write to other applicants who live within the Shropshire authority area on **1 March 2021** by second class post informing them of whether their application has

been successful. Please note that we cannot discuss the school place allocated before 2 March. If you have not heard from us by 8 March 2021, please contact the Admissions Team.

If your child has an Education, Health & Care Plan (EHCP), your application to a Secondary School will be handled by the SEN Team who will be in contact with you by separate letter.

Information on help available for transport to schools appears our Parents' Guide booklet. Please note that there are set rules for transport entitlement and admission to a particular school does not of itself guarantee free transport.

If you are dissatisfied with the offer of a place at a school, you will have the right to a review and/or an appeal. Please refer to our Parents' Guide booklet for details.

FALSE ADDRESSES

Parents are reminded that the address used in application for school places must be the genuine home address of the child. **If that address changes, through a house move, the Admissions Team must be informed without delay.** Failure to inform the Admissions Team of a change of address may result in a school place being offered in error. Where an error is made the offer of a school place may be withdrawn even after the child has started at a school. Parents must not use a business address, friend's, grandparent's or other family member's addresses or short-term tenancies where the substantive address remains unsold or is rented out.

Any member of the public who has reason to believe that someone has made a misleading application, can ring **01743 254435** in confidence to report their suspicions. Information given will be investigated discreetly but thoroughly.

We will take all necessary steps to ensure that addresses are genuine, using whatever sources of information are available to us. A place already offered may be withdrawn, even after a pupil has started at the school, if it is discovered that deception has been used in application.

ALTERNATIVE ARRANGEMENTS

If you are not intending to make an application for a publicly-funded secondary school, please contact the Admissions Team before 31 October 2020. It may be that you are planning to educate your child at home, your child may be transferring to a private school (in which case please provide the school's name and address) or you may be moving away from Shropshire (in which case please provide your new address).

If any of the above apply, please contact the Admissions Team by email, by telephone or by post using the contact details below:

e-mail: school-admissions@shropshire.gov.uk

Telephone: 0345 678 9008

Address: The Admissions Team, Learning and Skills, Shropshire Council, Shirehall, Shrewsbury, SY2 6ND