



SECONDARY TRANSFER

Admission for September 2024

WHO SHOULD APPLY?



Children born between
**1 September 2012 &
31 August 2013**
transfer to secondary
school in
September 2024

Education, Health and Care Plans (EHCP)

There is a different process for children who have or are likely to get an EHCP. See the guide for more information.

TIMETABLE



1 September 2023

Applications open

Tuesday 31 October 2023

Closing date for on-time applications

Friday 1 March 2024

National offer day

Friday 15 March 2024

Deadline to respond to offer

September 2024

Children start school

LATE APPLICATIONS

Applications submitted after 31 October 2023 will be considered late

Late applications are **seriously disadvantaged**

If there were exceptional reasons that prevented you applying before the closing date you must tell us before Tuesday 12 December 2023 and provide evidence.

Applications received after 12 December will be considered late regardless of the circumstances.



TAKE ACTION NOW!

Find your local schools - and your approximate distance
education.hackney.gov.uk/cutoffdistances

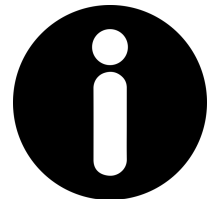
Read information about Hackney schools
education.hackney.gov.uk/secondarieschools



Get more information about the application process
Read the Secondary Admissions Guide carefully
Visit our website education.hackney.gov.uk/secondaryguide

Attend Hackney school open events
education.hackney.gov.uk/openevents

Register with eAdmissions
Register your details and confirm your email address



APPLYING ONLINE

www.eadmissions.org.uk

eAdmissions website for all London families

Use any device with internet access

easy to use on any device

smartphone / tablet / laptop / desktop computer



Email address

You need an email address to apply.

Confirmation of your application and offers are sent via email.

Trouble with computers? ... get help from ..

a relative / a friend / your child / your child's school

APPLYING ONLINE

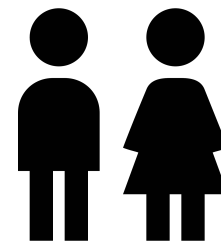


Two stage process

1. Register parent details and confirm email address.
2. Enter child details and preferences **SUBMIT**

Did you get a confirmation email?

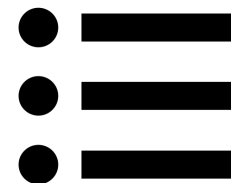
application reference number - 204-2024-09-E-123456



Changing the application – EASY !

make changes until midnight on 31 October

SUBMIT, a confirmation email is sent each time



HOME ADDRESS

Use the address where the child is living on the closing date (31 October)



If the child lives at two addresses (e.g. where the parents are separated and share responsibility) use the address where the child sleeps and spends most evenings from Monday to Friday

Ask the admissions team if you are unsure what address to use **before** submitting your application.

If you give false or misleading information about your address the school place may be withdrawn even after school starts.

MOVING HOUSE

If you move house after submitting your application you must tell the admissions team immediately.



We need proof that you live at the new address e.g. exchange of contracts letter or a signed tenancy agreement AND a utility or council tax bill.

Tell us by 12 December 2023 for the new address to be used when processing your application. If you tell us after 12 December, we will only be able to use the new address to adjust your child's position on the waiting list after offer day (1 March 2024)



EXTRA DOCUMENTATION



Proof of address is ** NOT REQUIRED **

Your details are checked against council tax and other council records. If we can't confirm your address we may ask you to provide proof.

You will need to provide documentation if you are applying under the following criteria:

- Looked after or previously looked after
- Child protection plan
- Medical and/or social reasons



EXTRA DOCUMENTATION



Supplementary Information Forms (SIFs)

Required for schools with religious admission criteria

Available on our school directory or from the school directly

education.hackney.gov.uk/secondaryschools

Submit forms directly to the schools

WHO GETS PRIORITY FOR PLACES?

Each school has a maximum number of children they can admit into Year 7. This is the 'published admission number' (PAN).

Schools with more applications than places use admissions criteria to decide who has priority for the places.



Schools use their published admissions criteria to rank all the applications to their school and places are offered to those at the top of the ranking first.

Read the admissions criteria for schools in the online school directory - education.hackney.gov.uk/secondaryschools



HOW DO PREFERENCES WORK?

Each school you list is given **equal** consideration no matter what preference you list it.

It is the **only the admissions criteria** that determine who has priority (the school doesn't know the preference number when they rank applications).

So why do parents have to rank the schools?

The preference ranking is **only used by the admissions team** when a child qualifies for a place at more than one school. The child will be offered the highest preference.



PREFERENCES EXAMPLE

I have an older child at Skinners' Academy (a sibling)
.. but the children prefer to be at different schools

So .. I want a different school for the younger child ...
but if I can't get one of my preferred schools ... I want both
children at same school?

Do I have to put Skinners' as first preference to get a place?

Will there be spaces left if I put Skinners' as a lower preference?
Will Skinners' fill up with children who put it as first preference?

NO! Skinners' can be last in the ranking without risking a place

The school rank applications based on admissions criteria only
The school don't know the preference rank of any application

PREFERENCES EXAMPLE

OK .. I want either City, MCA, Petchey or Stoke Newington ... ? If I can't get those then I want Skinners?

🤔 .. **what school do I want the most?**

MCA - then list as first preference

🤔 .. **If I don't get MCA .. what school do I want?**

City - then list as the second preference ... and so on ...

Preference	School	Criteria
1	Mossbourne Community Academy	Random
2	The City Academy, Hackney	Distance
3	Stoke Newington School and Sixth Form	Distance
4	The Petchey Academy	Distance
5	Skinners' Academy	Sibling

THE ORDER OF YOUR PREFERENCES

You must list schools you want in preference order. This will ensure that where possible, the admissions team offer your child the school you want the most.

So what should parents do?

List the school you want the most as your first preference. Your second preference should be the school you prefer if you don't get the first preference, and so on down your list of preferences.

**** don't over-complicate it ****

 Listing only one school or listing a school 1st preference does not increase the chance of being offered a place.



OFFER DAY – 1 MARCH 2024

Offer emails are sent **on the evening** of 1 March 2024.

The offer email has detailed information about how to respond and all your options eg waiting lists, appeals etc.

The offer will be for the highest ranked school on your application that is able to offer a place.

If it is not possible to offer your child a place at any of your preferred schools, they will normally be offered a place at the nearest Hackney school to your home **that has vacancies remaining.**



INFORMATION & HELP

Hardcopy guide - Apply for a Secondary School Place 2024

Website – education.hackney.gov.uk/secondaryguide

You can also contact the School Admissions Team:

Telephone: 020 8820 7000 (Option 3)

Monday & Friday, 9am - 5pm

Tuesday, 1pm - 5pm

Thursday, 9am - 1pm

In person: Tuesday 9am - 12pm and Thursday 1pm - 4pm at the Hackney Service Centre, 1 Hillman Street, E8 1DY.