

Transfer to Secondary School in September 2018



**achieving
for children**

Pan London Co-ordinated Admissions System

- All 33 London boroughs and 5 surrounding local authorities co-ordinate admissions = a single offer
- One Common Application Form for all Kingston residents (Home LA)
- Single offer of a school place by Home LA

Applying for a place at a secondary school for September 2018

- Apply online- easy, quick, secure, reliable – 96% of parents applied on line last year
or
- Complete the paper Common Application Form
- List up to 6 preferences for maintained schools or academies in or out of the borough
- Submit by the closing date of 31 October 2017

Benefits of Applying Online

- It is easy, secure with clear prompts at each stage
- You will receive confirmation when your application has been submitted
- You can scan and send any supporting documents— no postage
- You will receive an email with the outcome during the evening of 1 March 2018
- You will be able to accept or decline online

Key dates

- 28 September 2016 - start of Kingston secondary schools' open evenings
- 31 October 2017 - closing date for applications
- 20 October 2017 - ideally submit before half term
- 1 March 2018 - National Offer Date. Online applicants receive outcome by email and your LA sends you a letter giving outcome of your application

Collect information about schools

- Likelihood of being offered a place - admissions criteria and pattern of admissions from previous years – any changes that may affect your application?
- Open evenings/Open days
- LA brochures and individual school prospectuses
- Talk to your primary school Headteacher
- Kingston Council's website – www.kingston.gov.uk
- Performance tables/Ofsted reports

Order of preference

- List the schools you wish to apply to in the order that **you** prefer them
- Each school will consider your application against their admissions criteria **only** and not the order you place them on your form
- If your child qualifies for more than one school you will be offered the *highest* preference you qualify for

Deciding on the order of preference

Example 1

Preference	School	Qualify for place?	Outcome
1 st	The Tiffin Girls	No	Waiting list
2 nd	The Kingston Academy	Yes	Offered
3 rd	Nonsuch High School	Yes	Withdrawn
4 th	Coombe Girls'	Yes	Withdrawn
5 th	Raynes Park High	Yes	Withdrawn
6 th	Tolworth Girls' School	No	Withdrawn

Deciding on the order of preference

Example 2

Preference	School	Qualify for place?	Outcome
1 st	Grey Court School	Yes	Offered
2 nd	Tiffin School	Yes	Withdrawn
3 rd	Southborough High School	No	Withdrawn
4 th	Chessington CC	Yes	Withdrawn
5 th	Richard Challoner	No	Withdrawn
6 th	Coombe Boys' School	Yes	Withdrawn

Order of preference

- If your child qualifies for only one school you will be offered that school
- If you want a selective school option you need to consider carefully your order of preference
- Waiting lists – automatically on for higher preference schools

Supplementary Forms

- Holy Cross and Richard Challoner require you to complete a supplementary form *in addition to* the common application form
- Check which schools located in other boroughs that you apply for require a supplementary form
- Closing date for all forms is 31 October 2017

Completing the Application

- Admission to Kingston's Secondary Schools brochure
- Siblings (brother/sister) at time of admission
- Exceptional reasons priority and why only one school is suitable
- Up to 6 preferences
- No priority for single sex
- 31 October 2017 – closing date for all forms

Summary

- Visit schools to gather information and make an informed decision
- Apply online at www.kingston.gov.uk where there is a link via the school admissions page or direct via www.eadmissions.org.uk
- Submit your application by 31 October 2017
- Submit supplementary forms direct to the schools
- Order of preference in which you place schools is very important

Being offered a place

- Email will be sent on 1 March 2018 to all those who apply online
- Letter will be posted on 1 March 2018 if you are not offered your 1st preference
- You will have two weeks to reply. Replies to be made by 15 March 2018
- After 23 March, your Home LA will make further offers
- 97% of RBK applicants were made an offer of one of their preferences on 1 March 2017

Queries and Further Information

- Kingston's Schools Admissions Team Tel: 020 8547 4610
- Email: kingston.admissions@achievingforchildren.org.uk