

## Education and Skills: Children, Young People and Learning

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01 September 2022

	For action	For info	Meeting
<b>To: Headteachers of all schools in West Sussex with a Year 6 group due to transfer to secondary school in September 2023.</b>	✓		

Dear Colleague,

### **Transfer to Secondary School - September 2023**

The application process for children due to transfer to secondary school in September 2023 will begin shortly.

#### **Attached with this letter are the following:**

##### **1. Amendment Form**

Your staff should use this form to e-mail to the Pupil Admissions Office any paper forms handed in at the school and to confirm any changes to the transfer year group, including changes of address, leavers and new starters. It is vital that the Pupil Admissions Office is aware of new pupils, as failure to inform us could result in the parent being unable to secure transfer places.

##### **2. Posters for display:**

- a) WSCC poster regarding the process and deadlines for application
- b) SEND Information, Advice and Support Service (SEND - IAS) poster

##### **3. Secondary Transfer leaflet**

We do not have leaflets printed for every parent, as the letter to parents refers them directly to the admissions website for information and to make an application. However, we have attached an electronic copy of the leaflet for you to send to parents via email with their transfer letter and checklist.

##### **4. Secondary Transfer letter and checklist**

As explained previously, we will not be sending printed copies of the letter and checklist to your school. Please find attached to this e-mail an electronic letter and checklist. We ask that you send this information, together with a copy of the leaflet via e-mail or parentmail to the parents/carers of your current year 6 children on **Monday 5 September 2022**.

Please note, information must not be e-mailed/sent out before this date.

#### **Check that your records of Year 6 children are up-to-date**

Please ensure that all of the personal information and contact details for all the current year 6 children on roll are accurate and up to date to enable us to cross check applications and identify any unsubmitted applications.

### **Supporting families to make an application**

If you have any families who may benefit from support in making an application, please work with them well in advance of the 31 October deadline. In addition, the SEND-IAS Service is available to offer support to any parent who may have difficulties with the school application process. For further information about this service please refer to the attached poster. Applications not made by the closing date cannot be considered until after all other applications have been considered. This may mean it is not possible to offer a child a place at a local school. We would therefore be grateful if you could actively encourage all parents to apply online or return a preference form by the closing date.

### **Reminding families to make an application**

The online application system is open from Monday 5 September to Monday 31 October. It would be helpful if during this period you could remind parents of your Year 6 pupils to make an application through your normal parent communication routes, e.g. newsletter, email, text alerts etc. You may also wish to put a copy of the secondary transfer letter to parents, checklist, leaflet and poster on your website.

If you have any further queries regarding the process, please contact the Admissions Officer for your school.

In advance, please accept our thanks for your assistance and co-operation.

Yours sincerely



Natalie Bailey & Mandy Saunders  
Joint Pupil Admissions Managers (South)



Linda Bubb  
Pupil Admissions Manager (North)

## Additional guidance notes for school staff with responsibility for Secondary Transfer administration.

**Transfer information for the children due for Secondary Transfer must not be distributed before 5 September under any circumstances as the online system will not be open before that date.**

**Online Applications** - All parents are encouraged to apply online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) for their child's school place and applications must be submitted by the national closing date of Monday 31 October 2022. The online system will open at 9am on Monday 5 September 2022.

Parents will receive a letter and a checklist explaining the benefits of applying online. For parents who do not have access to the Internet at home, free access is available at all libraries within West Sussex. If you know of a parent who may not have the Internet at home please assist them at school, or encourage them to visit their local library or Children and Families Centre. NB An email address is required to apply.

**Parents resident in West Sussex** must complete an official West Sussex County Council application in order to apply for a school place. Please therefore encourage all parents to complete an application before the closing date. It may also be useful to put a note in your autumn term newsletter in order to remind families that they need to apply.

**Parents resident outside West Sussex** will need to apply direct to the relevant local authority for their home address. They cannot apply on the West Sussex website and should be directed to their own local authority for information on how to apply. The letters provided for your Year 6 children advise these parents of this process. These letters must not be sent out until Monday 5 September 2022.

**Children with Education Health Care Plans (EHCPs).** The SENAT Team should already have been in contact with parents of any children attending with you who have an EHCP, regarding their preferences for 2023. These children cannot apply for a school place using the online system and the letters provided explain the process for their preferences to be recorded.

**Paper forms will only be issued to parents on request.** Any parent who chooses to complete a paper form must return it to any local school by Monday 31 October 2022 or direct to the Admissions Office by recorded delivery by Monday 31 October 2022. Parents must still provide a valid e-mail address with their application in order to receive the outcome of their school offer. Parents should note that Monday 31 October is directly after half term and some schools may also be closed for INSET around this time. Any application form that is received after this date will not be processed until after all applications that are received before the national closing date. Letters to parents remind them that schools will be closed for half term and the implications this may have for returning their form before the deadline. Please forward any forms that you receive to us on a weekly basis via e-mail with the Amendment Sheet. It is the responsibility of any parent who chooses to apply on a paper form to return their form by the above deadlines.

### **What do I do if I receive a paper form?**

When you receive the form please date stamp it on that day and check that all parts of the form have been completed, including the e-mail address. Please scan the form and e-mail to the relevant pupil admissions team, as currently admissions staff are still mainly working from home. Doing this means we can still consider the form as on time and the applicant will not be penalised. Any forms received on the last day of term should be scanned to the Admissions Office as described.

### **What happens if a parent does not make an application?**

The national closing date is **Monday 31 October 2022** and all parents must make an application by this date to be considered on time. Any application received after the deadline receives lower priority than all on time applications. This could result in a child being offered a school that is a long distance from their home. We would ask you to work with parents who may not understand the implications of not submitting an application before the deadline by encouraging them to visit the school to complete their application, either online or on paper.