

Director of Education & Skills
Barnet with Cambridge Education
Building 2, North London Business Park
Oakleigh Rd South,
London N11 1NP

Headteachers of Barnet
primary schools with juniors on roll

contact: Liz Ferrie
tel: 020 8359 7652
e-mail: liz.ferrie@barnet.gov.uk
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Dear Colleague

TRANSFER TO SECONDARY SCHOOL 2019

Copies of the leaflet 'Secondary transfer 2019 application guide' been sent to schools. These should be distributed to parents of children in Year 6 **no later than Friday 7 September** together with the attached covering letter, which sets out everything parents need to know about how to apply for a secondary school place for the year commencing September 2019, and the step-by-step guide published by eAdmissions. The autumn term open evenings begin on Tuesday 11 September and full details are included in the secondary education guide, which parents should download from www.barnet.gov.uk/schooladmissions. I am also sending you an electronic copy of the schedule of open evenings which you can print out for parents who specifically request this.

Parents wishing to apply for places for their children at state maintained schools or academies must apply online at www.eadmissions.org.uk. Paper application forms are not be available. Parents who have difficulty in making an online application can get help and support by phoning the School Admissions Team Customer Contact Centre on 020 8359 7651 or they can visit our Admissions Surgery which is held every Wednesday at Burnt Oak Library. The closing date for applications is **Wednesday 31 October 2018**.

Parents of children in Year 6 who have an Education, Health and Care Plan (or a Statement of Special Educational Needs) will receive information about their arrangements for transfer from the SEN Team and will complete a different form.

It would be helpful if you could notify us of any children who have an EHCP (or a Statement of SEN and children who have changed their address within the last 2 years. The enclosed form W2 should be used for this purpose.

From Wednesday 14 November 2018, schools will be able to check whether parents of Year 6 children have submitted an application by logging on to SAM and selecting *Sec Transfer 19/20* and then *View Leavers*. This will enable you to remind any parents who have not applied for a secondary school place, but please remember that the SAM data is reliant upon the parent entering the current school when they complete their application form.

Applications received after the deadline will be considered after all applications that were received by the closing date and parents will not receive an outcome email on National

Offer Day. However, if there is a good reason why the parent could not return their application by 31 October, it may be considered as 'on time' if it is received by **Wednesday 12 December 2018**. If the Local Authority accepts the reasons given for a late application, the application will be considered as if it had been received by the closing date. All applications received after the 12 December 2018 will be considered after all on-time applications even where the Local Authority accepts that there are good reasons for the late application.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Liz Ferrie

Admissions Team Manager

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