

Please do not circulate to parents/carers

PRIMARY TO SECONDARY TRANSFER 2024

GUIDANCE NOTES FOR HEADTEACHERS

Parents must submit their school applications through the online application process. Please encourage parents to apply online. They can do this at www.eadmissions.org.uk Paper forms will only be available in exceptional circumstances and not until mid-October at the earliest.

As always, we are available to contact by phone or emails if you need any advice on the process for 2024. We hope, though, that you find the following notes helpful. The 2024 PowerPoint will also be available for you to download from the Enfield Hub - [School Admissions | Enfield Council](#)

Open Evenings

Secondary Schools will be holding opening evenings . A leaflet with the dates was sent for you to include on your websites back in July. Please make sure your parents are aware of the need to check the school's websites before attending in case there are any changes.

Online admissions

- The online application system is available for parents to apply for secondary (as well as primary) places electronically. The online application system is live from 1 September 2023. It is managed through a secure London-wide portal hosted by the 'LGFL'. The website also offers the opportunity to search for schools across London and the surrounding counties.
- A leaflet has been produced as a step-by-step guide to applying online – a copy is attached. Parents can also access this on the council website.
- Parents **must** have an email address to be able to apply online. If they do not have an email address they are directed towards a site where they can get one.
- Parents should include their Enfield Council Tax number in their online application. They will then not have to provide proof of address, we check this information with internal databases within the council. If a parent cannot provide this reference number (it is 8 figures and starts with either a 5 or 6) they will need to submit proofs to us. These should be photographed and uploaded to their online application. Please encourage parents to include their council tax number wherever possible.
- Online applicants will be sent an email with the outcome of their application after 7 pm on the evening of 1 March 2024. There is also the facility to accept their place through the online process. More details about this are given in the leaflet. The online application process works very well.
- If anyone at the school would like to make an online application to see how it works please do so but please make sure you use an Enfield address. You must let Amanda know the name of the child you have created so we can delete this from the records.

Social media

We wondered if it would be possible for schools to contact year 6 parents through your electronic message system/email/newsletters/group text etc encouraging them to apply online and include the eadmissions link www.eadmissions.org.uk in that communication. This would then give parents a live link which they can click on to start their application. It would be helpful if another message could be sent through social media towards the end of September or whenever you think appropriate reminding parents to access the online form.

Information booklets and application forms

- Again this year the booklet is only available online. We have produced a short leaflet for you to give out to parents to encourage them to apply and this will be delivered to you early in the new term.
- The leaflet should be given to all year 6 children and includes the open evening dates.
- The online booklet contains the usual information about all the Enfield schools as well as details of the application procedure. The booklet also contains information about the pattern of allocations for the schools which parents may find useful.
- Out borough parents wanting to apply for Enfield schools must apply through their home authority. The online system does this automatically for parents. Parents living in Hertfordshire and Essex use a different online portal and details will be on each council's website.
- **Children with an EHCP** - If a child is in the process of applying for an Education Health and Care place (EHCP) they should still apply through this process. **However, this is not appropriate for any child with an EHCP.** Both schools and parents will be advised of the separate process which is lead by the SEN Service.
- Parents in London can apply for up to 6 schools. Children living in Hertfordshire are only able to nominate 4 schools. This means Enfield parents can only apply for a maximum of 4 Hertfordshire schools. Any out-borough schools that Enfield parents want to apply for must be included in the online application.

Supplementary Information Forms (SIF) and Testing

- If parents apply for any of the following schools in Enfield they may also need to complete the school's own supplementary information form –
 - **Enfield Grammar – Sports and Music criterion only**
 - **Bishop Stopford's**
 - **Kingsmead – art, drama or music (10% of places)**
 - **St. Anne's**
 - **St. Ignatius College**
 - **The Latymer – completed in June 2023 to register for the testing in September.**
 - **Wren Academy Enfield – foundation criterion**
- If parents do not complete the necessary forms, the VA or foundation schools concerned may not be able to consider the application fully. The forms must also be

returned to the schools by the specified date. **In most cases, if the forms are received after the date, the Governors will not be able to consider the application.**

Oasis Academy Enfield/Oasis Academy Hadley

- If parents are applying for one of these schools, please stress the need to select the correct school on the drop-down menu.

Enfield parents applying for out Borough schools

- Parents who want to apply for out Borough schools must include them in their Enfield application. They should also check if they need to complete a supplementary form for the school concerned. Applications made direct to the school on a supplementary form will not be considered as a preference unless the relevant LA application has been submitted.

Medical

- Parents must be advised to provide information about any medical issues about their child that they would like considered in relation to their child's application. Very few children are given priority under this criterion as schools can meet the needs of the majority of children.
- There is a form on the website that parents should be encouraged to use when applying under the medical criterion.
- **When making an application under this criterion the information provided by the parent must state why a school/s is more able than other schools to meet that child's needs. Please note that some schools do not have a medical criterion.**

Change of preference

- Parents will not be able to change their preferences on the eAdmissions website after the 31st October closing date. If they wish to change their preferences this request must be sent to us in writing by the 8 November 2023. After this date it is unlikely that we will accept any changes of preference.

Order of preference

- Parents are asked to indicate their true order of preference for the schools in their application. This information is not given to any of the secondary schools as part of their decision-making process.
- If a child is eligible for a place at more than one school, ESAS (and in the case of out borough applications, the PAN London Register) will establish which school has been indicated as a higher preference. A place will then be offered at the higher preference school. Parents will not be told if their child had qualified for other schools.
- It is unlawful to operate a 'first preference first' system.

Late Applications

Parents will be able to make late online applications from 1 November through until 18 August 2024. Important points to note are that:

- When a late online application is submitted by a parent, they are not able to change their preference, the application must be submitted correctly the first time they do it.
- The documents to support the application will need to be submitted to us by email or by sending through photocopies. They cannot be scanned and attached to the online application.
- If the family has a good reason as to why they are submitting the application late then a request can be made to the local authority to ask that it be considered 'on-time'. This is only possible until the 8 December 2023. Late applications submitted after this date, ie from 9 December onwards can only be considered as late and there will not be the option for them to be looked as on-time even if good reasons are submitted.

Applications Not Submitted

- If you are aware of families who have not applied before the closing date, please would you follow these up and encourage them to do so as soon as possible. If you are still unable to get the application submitted, please email or send via Egress details of the children concerned.
- **You can access the online admissions portal to check whether a parent has applied. You need to have a USO account (which I think most schools already have) to access the eAdmissions online system. If your USO account does not allow you access to this, please let us know by email and we can arrange for your permissions to be updated or let you have the relevant username and passwords. To enable us to set this up, please email directly to school.admissions@enfield.gov.uk stating "request for USO username" in the subject heading of the email.**
- At the end of November you will be able to check on SAM to see if any of your pupils have not applied. If there are any queries regarding these details, please let ESAS know urgently, i.e. you think an application has been made but we do not have a record of it.

Advice to parents

- As usual, parents must be encouraged to consider their preferences very carefully and include some schools they are likely to gain admission to.
- "Health warnings" must be given out about the pattern of admissions in previous years. We can never predict how parents will apply from year to year.

Under age transfers

- Children can only transfer underage to secondary school in very limited circumstances. The Admission Authority (the Local Authority for community schools, the Governing Body for all other schools) is responsible for making the decision about whether to agree the transfer based on the circumstances of each case. Each request will need to be accompanied with supporting information as to why the

early transfer would be appropriate. Can you identify any such pupils as early as possible?

Over age transfers

- If over-age children are transferring the parents should have already asked the relevant admission authority whether they agree to the child being considered for the school out of their chronological year group. If parents have not already done this, they must write to the schools if they are their own admission authority *or the LA for community schools as a matter of urgency.*

New admissions into year 6

- If any new children start in year 6 during the 23/24 academic year, please ensure the parents complete their online application as soon as possible. The online portal will remain open for applications until 18 August 2024. Please see the earlier notes re late applications. Please advise new parents about the situation in Enfield and the necessity to apply for local schools. They will be able to access the secondary booklet online. We will not have copies to send to schools.

Changes of address

- If any year 6 children change address, including those who move away from the area between beginning of October and the rest of the year, can you please let us know either by completing one of the attached change of circumstance forms or advising parents that they must contact us providing the relevant proofs.

Children Leaving

- If any children leave year 6 can you please let us know by completing one of the attached change of circumstance forms or email through to school.admissions@enfield.gov.uk. This helps us either transfer the application to the new local authority or withdrawing it altogether depending on the circumstances.

Telephone numbers

- If you have any queries please ring the Admissions Service – **0208 379 5541 (direct line for schools only, please do not give this number out to parents).**

Amanda Martin
September 2023

LA Guidance Notes for Schools only