

Secondary Transfer Meeting

**Entry to Secondary School
September 2020**

What we will cover

Timetable

How to apply

Selection and banding tests

Offers of places

Information for parents

Stage of process	Date
Application period starts	1 September 2019
Closing date for applications	31 October 2019
Outcome of applications	2 March 2020
Deadline for accepting the offer	16 March 2020

How to apply for a secondary school place

Read the 'Secondary Schools in Royal Greenwich' booklet and get details about any schools in Bexley, Bromley, Kent etc that you are interested in. Decide on your preferred schools and make sure that your child meets the admission criteria

Complete a Common Application Form (CAF), either online or paper – from the local authority in which you live.

Apply online if possible – www.eadmissions.org.uk or visit www.royalgreenwich.gov.uk for the link to the e-Admissions site (From September 1st)

Paper forms available from primary schools and Council offices with guidance notes on how to complete the form

You can list up to six preferences for any type of school in any area, in order from 1 to 6. You don't have to list 6 schools, but the more you list, the greater the likelihood of being offered a school that you would be happy with. All preferences are equal – schools do not know where you have placed them on your application form

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Additional Information

Include evidence for medical conditions or other requests for priority with your application. If you mention something on your application, you must provide evidence to support it

Supplementary Information Forms must be completed for some schools. In Greenwich these are the four schools that require SIFs: St Thomas More, St Ursula's, St Pauls Academy, St Mary Magdalene Church of England.

Make sure you have provided all the information requested

Online tips

Site is easy to use and very quick, You can go back in and change details up to the deadline

BUT

Remember to complete all the fields

Add full name and date of birth of siblings in the correct field

Add any requests for priority on the correct field. Scan and upload supporting evidence or send copies to the School Admissions Team clearly marked with your application reference number

You will get an email receipt if the application has been submitted correctly. Without the receipt, the application may not be valid. If you do change anything, make sure that all application details are still correct before re-submitting

Selection tests - BEXLEY

Parents need to have registered their child by **7th July 2019** at www.bexley.gov.uk

There will be two tests taken on the same day – **10th or 11th September 2019**

Both tests are a mixture of comprehension, verbal ability, numerical reasoning, non-verbal reasoning

50% of marks for verbal ability and comprehension, 25% for numerical reasoning, 25% for non-verbal reasoning

One age-standardised score covering both test papers

Selection tests - KENT

Parents need to have registered their child by **3rd July** at www.kent.gov.uk

There will be two tests taken on the same day – **14th September**

Two tests: Test one is a mixture of English and mathematics, test two is a mixture of verbal and non-verbal reasoning. Both tests are an hour long

A third written paper is sat, but not marked unless a local Headteacher panel review the application as part of the appeals process

Three age-standardised scores and a cumulative overall score is used to ascertain those deemed selective.

Offer process

The School Admissions Team exchanges information with the schools in Greenwich and other local authorities, schools put all applicants into rank order according to the school's oversubscription criteria (eg children in care, medical and social needs, siblings, home to school distance)

If a child can be offered a place at more than one school, the one that is listed highest on the CAF will be offered. The other places can then be offered to children lower on the list for that school

The offer of a place will come from the local authority where you live, even if you being offered a school in another area

One offer only. You cannot hold offers of more than one place

Key Dates

1st September – Admissions portal opens

September & October – Secondary School Open Days

14th September – Kent Selection tests

17th October – Kent Results emailed

10th or 11th September – Bexley Selection tests

4th October – Bexley Results emailed

31st October – Common Application Forms must be received

2nd March 2020 – National Offer Day