

Barnet School Admissions Team

Barnet Education and Learning Service

2 Bristol Avenue

London NW9 4EW

contact:Barnet Admissions Team

To parents of Year 6 children tel:020 8359 7651

attending a Barnet primary school date:September 2023

Dear Parent

**TRANSFER TO SECONDARY SCHOOL IN SEPTEMBER 2024**

The information that you have been given by your child’s primary school explains how to apply for a secondary school place.

Before you begin your application, please visit our website for further guidance: [www.barnet.gov.uk/schooladmissions](http://www.barnet.gov.uk/schooladmissions). Here, you can also view and download the booklet ‘A Guide to Secondary Education in Barnet 2024’, which will give you all the information you need to know about the secondary transfer process.

If your child has an Education, Health and Care Plan (EHCP), you will need to complete a different secondary transfer form. You should receive a copy of this, together with supporting information, from your Local Authority’s Special Educational Needs and Disability (SEND) Team.

When you are deciding which schools to apply for, do take time to look at the admissions criteria for each school, as these are the rules that will be used to decide how places will be allocated. If you think that your application will be considered under a distance criterion, you should check to see if your home address falls within the usual allocation area to determine the likelihood of an offer. We also recommend that you attend the open events for the schools you are interested in to help you decide which schools you prefer. A schedule of open evenings has been published in our Guide to Secondary Education, but you should check individual school websites for last-minute changes and additional information.

You must submit **one** application to your home Local Authority, and list all your preferred schools on the single application form, whether the school is within or outside your home borough. If you live in London, your application must be made at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). If you live in Hertfordshire or another borough outside London, you should check your Local Authority’s website for details on how to apply.

The deadline for submitting your application is **Tuesday** **31 October 2023**. If you submit your application after the deadline, it will be considered only after school places have first been allocated to all applicants who applied on time and you will not receive an outcome email on National Offer Day, 1 March 2024. However, if there is an exceptional reason as to why you could not return your application by 31 October, it may be considered as if received ‘on time’ providing it is submitted by **12 December** **2023,** and the reason for the late submission is communicated to and accepted by your home Local Authority.

Some schools, usually faith schools or selective schools, will require you to complete a Supplementary Information Form (SIF) in additionto the main application form. These forms are available to download from the individual school’s website. For further information, please refer to the school pages in Barnet’s secondary guide and to the guides published by other local authorities as applicable.

If you are applying for a place at a school that requires pupils to take ability or aptitude tests, please check the school’s website for the latest information.

Please remember to submit your application by 31 October 2023.

Yours sincerely

School Admissions Team