

10th September 2018

Dear Colleagues,

Guidance on the Secondary Transfer Process from Primary to Secondary School – 2019

You have now received your 'Apply for a secondary school place 2019' leaflets to handout to all Year 6 parents, you can also download a copy on the Hackney Learning Trust website www.learningtrust.co.uk. The admissions criteria for all Hackney Academies and Schools in Hackney are set out on in the secondary booklet, this will be available on our website.

Admissions Guide booklet

We will longer produce hard copies of the admissions booklet. The leaflets are designed to replace the admissions booklet as the hardcopy publication that is distributed to every family in Hackney. Additional copies of the leaflets are available on request from the Admissions Team.

The full admissions booklet can be accessed online at:

www.learningtrust.co.uk/secondaryguide

If a family requests a hard copy of the booklet, please refer them to the Admissions and Pupil Benefits team. We shall support them with their admissions query and supply hard copies of the relevant pages of the guide, as required.

Verifying Addresses

We no longer require parents to provide us with a proof of address. To confirm parental addresses we will run a digital check against council tax and other records. If it is not possible for us to confirm a parent's address we will contact them directly to request further evidence. This means we no longer require any documents for secondary transfer process unless parents are making a social/ medical case or have children that meet the looked after status.

Medical/Social Cases

During the completion of the on-line form at Step 3, all parent(s) with medical or social reasons for choosing a particular school, will need to click 'a medical or social button' to request priority to be considered under this criterion. Parents must be advised that it is their responsibility to provide the necessary supporting evidence e.g. letters from doctors, other medical professionals, and social workers etc to demonstrate why their child **can only** attend a particular school and the difficulties faced if the child had to attend another school. This documentation will need to be uploaded to the application form or sent to Hackney Learning Trust via email **before** the closing date of 31st October. **We no longer give parents until**

January to provide this information. Any information provided after the closing date without exceptional circumstances will not be considered until after national offer day (1st March)

If the schools follow the above procedure it should avoid difficulties at any appeal hearings where parents can produce medical/social evidence and say they were not advised by the school of how to make their case.

Banding / CATS Testing

In light of the major overhaul GL assessments have made to the banding test platform, I will be hosting training sessions for school staff involved in this training. Training will be held at the Tomlinson centre with sessions booked in on a first come first serve basis:

12th September 9:30am- 12:30pm

13th September 9:30am- 12:30pm

13th September 1:30 pm – 4:30pm

Staff members can book on to a training session using the below link:

[Hackney Learning Trust banding Training](#)

Informing Parents & schools of Outcomes

The majority of Hackney parents will be notified of the outcome by email, during the evening of 1st March 2019 and those who get no offer at any of their preferred schools will have a letter posted to them on 1st March 2019 by Hackney Learning Trust.

You will receive a list during week commencing 4th March 2019 detailing your Year 6 Hackney resident pupils and their allocated secondary schools. You will also receive subsequent lists for any changes that occur.

If you have any queries in relation to this letter, please contact me on 0208 820 7501 or Rashida Bibi 0208 820 7247.

Thank you for your assistance.

Yours sincerely

Simone Bowen

**Simone Bowen
Admissions Manager
Hackney Learning Trust**

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Email: simone.bowen@learningtrust.co.uk

CHECKLIST TO USE DURING SECONDARY TRANSFER INTERVIEWS

1. Ask the parent/carer whether they have had the opportunity to visit secondary schools
2. Talk through the schools they have seen, and which ones have appealed to them;
3. Ask if they understand what happens when a school is oversubscribed and how places will be allocated and the use of banding.
5. If the parent/carer is name schools that are heavily oversubscribed, ensure that the parent is aware of the probability of getting a place under the distance or religious admission criterion for the school. Ensure that the parent has completed any supplementary forms required in order for the school to fully consider their application.
6. Discuss special reasons for the preference i.e. any medical/social reasons. It is important that parents know that if they wish to seek a place on medical or social grounds, it is their responsibility to submit to with their application, any professionally supported documentation to support their reasons.
7. Ask the parent if they need assistance to complete the online form and explain the 3 step, on-line process.
8. After completing the on-line application check preview for accuracy:
 - The child's name
 - The address at which the child normally lives, ensure that the postcode has been included.
 - Date of birth
 - Parent/carer's correct name(s)
 - Ensure parents have listed the schools in the order they prefer them
 - Sibling details (if any) are added
 - Ensure reasons for wanting a place are clearly stated and that the relevant boxes are ticked
 - Ensure that the parent is given a copy of the confirmation sheet with reference number
9. Parent should receive an email after submitting the application on-line.