



Applying for a Secondary School Place **2018/19**



Derby City Council

Secondary Transfer

Applying for a Secondary school place

This leaflet gives you information on how to make an application if your child is due to start secondary school in September 2018 or if you want your child to transfer from one secondary school to another.

You will need to fill in only one application, no matter how many schools you want to apply for. There is no need to fill out a separate application for each school.

Applying for a school place for September 2018

If your child was born between 1 September 2006 – 31 August 2007 and you pay your Council Tax to Derby City Council then you will need to apply to Derby City Council for a secondary school place. The closing date for applications is midnight on 31 October 2017. Applying after this deadline may reduce your chances of getting a place at your preferred school, as late applications must be considered after all on time applications.

This leaflet will help you apply for your child's place but it is only a summary. Full information is available in the 'Secondary Admissions Handbook 2018 – 2019'. You can read the guide for parents at www.derby.gov.uk/secapps. If you want your own copy call Admissions on 01332 642727.

Local authorities are not able to guarantee the availability of school

places at any school and this is the case even for schools where siblings attend. The Council must allocate school places strictly in line with the Published Admission Arrangements of the school and cannot take individual families circumstances into account.

If your child has a Statement of Special Educational Needs or Education Health Care Plan (EHCP) you need to contact Derby City Council's Vulnerable Learners' Service on 01332 641414.

How Do I Apply

You need to fill in an application form – preferably online, but you can also apply by phone or on paper. On your application you can apply for up to 4 schools – **the fourth preference can only be for catchment area school**. Your list of preferred schools may include schools outside Derby City. You need to list the schools in order of preference with your most preferred school listed first.

You will be able to apply from 14 September 2017.

We prefer you to apply online at www.derby.gov.uk/secapps which is quick and easy to do. If you apply online you will receive an email to confirm your application has been received. There is also no risk of your application getting lost in the post and will be available 24 hours a day until the closing date of 31 October 2017.

If you would like to make a telephone application you will need to call 01332

Secondary Transfer

642727; this will take about 5 minutes.

If you would prefer a paper form to fill out yourself you will need to call 01332 642727 to request one.

When you apply online remember to make a note of your username, password and secret question information.

Changing Address

House Moves - In all cases including those outlined below, if your catchment area changes we will need to see proof that it is your main residential address. A main residential address is where **your child lives at time of application and admission**. In cases where children share residency of parents at different addresses, we will take the main address as the one from which parent receives Child Benefit. If this information is insufficient or inconclusive, the Council may request further information.

We need this information to prevent school places being gained fraudulently. Admission authorities have the right to withdraw the offer of a school place if it is found that it was obtained on the basis of a fraudulent or intentionally misleading application, up to one term after admission.

If, after one term, it's found that the place was obtained in this way, any brothers or sisters of the child will not benefit from 'sibling priority'.

We cannot consider informal living

arrangements unless there are very special circumstances for which we will need to see proof.

We need to see the end of tenancy or proof of sale of the original property and tenancy agreement for the new property or proof of purchase of the new property; for example a solicitor's letter about the completion of the sale and the exchange of contracts. If this information is insufficient or inconclusive, the Council may request further information.

Applications for entry into Reception, Year 3 and Year 7 in September 2018

What happens if:

- **I move before the closing date?** If you move before the closing date and can provide proof that you were resident at that address before the closing date, your application will be assessed from that address.
- **I move after the closing date but before National Offer Day?** If you move after the closing date but before the offers have been made, we will assess your application from where you were living at the closing date. Once the decisions have been made on National Offer Day we will update your address for waiting list purposes if we haven't been able to offer you your preferred school.
- **I move to a new address after National Offer Day?** If you change address after the National Offer Day, but want to keep the place at the

Secondary Transfer

school we have offered you, we will re-assess your application from your new address to see if you would still have been offered the place and let you know the decision. **IMPORTANT:** We measure distances from home to school by straight line using national Ordnance Survey Set Points, if you move further away than the last person offered, we may have to withdraw the school place.

- **I own more than one property?** If you also own a property within 20 miles of the school(s) stated on your application form, the property closer to the school may not be accepted even if the other property is rented out to somebody else. If this information is insufficient, or inconclusive, the Council may request further information.
- **I am new to the City.** If you move into the city and cannot show proof as above, the residency will be calculated using the furthest point to the city boundary from the school applied for.

Derby Cathedral School

Derby Cathedral School is proposed to open in September 2018 in temporary accommodation at Midland House Derby DE1 2SA, before moving to its permanent location in brand new buildings in the City of Derby.

The school is being established by Derby Cathedral and Derby Diocesan Academy Trust (DDAT) and will be the

City's first Church of England secondary phase school.

As Derby Cathedral School is a new school, you can apply for a place at the school in addition to a place at other schools. You will receive notification as to whether a place has been allocated at Derby Cathedral School in addition to another school, and you can then decide which offer to accept. Further instructions will be provided as part of this notification.

If you would like to apply for a place at Derby Cathedral School for September 2018, you will need to complete an additional application online at: **www.derbycathedralschool.org.uk/apply**

Schools outside Derby

If you have applied for any school places outside of Derby, we provide details of your application to the relevant council who will decide whether a place can be offered to you and we will inform you of the decision.

What happens next?

We process all the applications, dealing with those received by the closing date first. If a school has more applications than places available, they are offered according to the criteria given in the Admissions Handbook 2018 - 2019.

Most schools in Derby have a catchment area criteria and children living in the area are given a higher priority when places are being offered. You can check your catchment area at

Secondary Transfer

www.derby.gov.uk/secapps

Schools hold open evenings for parents to look around and speak to teachers which can be useful. You can find more information about these from the schools you are interested in.

When making your application you should consider how your child will get to school as you are responsible for getting them there. Information on school transport is available in the admissions handbook, at www.derby.gov.uk/secapps or 01332 642729.

If we cannot offer a place at any of your chosen schools your child will be allocated a place at the catchment area school – if places are still available – or the next nearest school with places available.

What happens if I am not offered the school I want?

Your child will automatically go on a waiting list for any school you listed as a higher preference than the one you were offered.

You can appeal against the decision and we will advise you how.

Important Dates

14 September 2017 - online applications available at www.derby.gov.uk/secapps

31 October 2017 - closing date for applications. Any applications made after this date will be late

and considered after all on time applications.

1 March 2018 - If you applied online you will be able to view your offer online from 1 March. For those who did not apply online, we will post your offer in a letter sent Second Class on this date, which can take up to a week to arrive.

No decisions can be given over the phone.



In Year Applications

In Year Applications

Thinking about changing schools?

Moving to a new school is a very serious step to take. If you are not moving address and are considering changing your child's school, it is important to consider whether a transfer is the best option. Before deciding to move your child to another school, please read this information carefully and consider the following ...

- Moving to a new school may not mean that a problem is solved – it can happen again and could be worse because your child will not know who their new teachers and other pupils are.
- Your child's needs may not be known to staff at the new school.
- How will your child cope with learning new rules and having to do things differently?
- There is the possibility of missing important work.
- Children who transfer schools after their exam subjects have been chosen in Year 9 may find that they cannot do the same subjects, or that the examination boards and courses are different at a new school.
- If your child has brothers or sisters at the same school, transferring one child may affect the others.
- Will it be difficult for you to have children attending different schools?

Many things that worry you or your child can be sorted out without the need to move schools. We advise that you sit down with your child and ask them why they want to move to a different school. If they mention that they are being bullied or not getting on with other pupils, you should speak to your child's Form Tutor or Head of Year. Schools in Derby have an 'Anti-Bullying Policy' which must be followed.

If after speaking with the Form Tutor or Head of Year, you still are unhappy about the way the school is dealing with your concerns, you should make an appointment to speak to the Headteacher as soon as possible. You may also write to the Chair of the school's Governing Body.

Applying for an In-Year transfer

Contact us on 01332 642727 to find out which schools have vacancies.

See www.derby.gov.uk/secapps where you can complete the **e-form** to apply.

If you change address you may be required to provide proof to confirm your child's home address.

Other Information

Other Information

Criteria

The following criteria is used for Community Schools. The criteria for Academy, Foundation, Trust, and Voluntary Aided schools can be found in the admissions handbook.

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age attending the school at the time of their admission.
3. Other children living in the catchment area at the time of their admissions.
4. Children who do not live in the catchment area served by the school, but who have brothers or sisters* or compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by 31 October 2017.

Pupils who have a statement of special educational needs, which the council considers can best be met in a particular school, will be given priority admission over all others.

*For the purposes of admissions, we class a brother or sister as:

- having one or both natural parents in common
- are related by a parent's marriage
- are adopted or fostered.

Important note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters. For categories 1 to 5, when we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points.

School Transport

If you choose to send your child to a school which is further away, even though we can make suitable arrangements for your child to attend at a school within walking distance, we will not normally provide help with transport.

However, if your child is entitled to Free School Meals or you are in receipt of the maximum entitlement to Working Tax Credit, transport may be provided to one of the three nearest schools if the child lives two miles or more, but not more than six miles from that school.

The distance based on the same benefits to the nearest school based on religion or belief is two miles up to a maximum of 15 miles. No other free transport is available to faith schools.

Contact	Phone Number	Email / Web address
Education Welfare	01332 641448	www.derby.gov.uk
Free School Meals	01332 643425	www.derby.gov.uk
School Admissions	01332 642727	admissions@derby.gov.uk
Special Educational Needs and Disability Information, Advice and Support Service	01332 641414	sendiass@derby.gov.uk

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 642730
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 642730 Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 642730 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č.: 01332 642730 Minicom 01332 640666.

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرا: 01332 642730 پر ہم سے رابطہ کریں۔ مٹی کام 01332 640666

