

2020 SECONDARY TRANSFER - ONLINE APPLICATION GUIDANCE

Please read these notes carefully, they will help you to submit your application and guide you in listing your preferred schools.

If you live in Trafford and your child is due to move to secondary school in September 2020, you must apply to Trafford. You must apply to Trafford for all your preferred schools, even if these schools are outside Trafford. If you do not live in Trafford, you must ask your home authority for details of how to apply. As part of the co-ordinated admissions scheme, Local Authorities (LAs) exchange information to ensure that children only receive an offer of a place at ONE school, so it is important that you list schools carefully in your order of preference. Some schools might still ask you to complete a supplementary form and return it to them, but you must remember to still include that school in your application to Trafford.

The closing date for all applications is **31st October 2019**

If your child has an EHC Plan, their transfer to secondary school will be dealt with by Trafford's EHC Assessment Team and, if you have not received information from them, you should contact the Team on 0161 912 5157.

HOW TO MAKE YOUR APPLICATION

Firstly, you are advised to read the information published on Trafford's website; "Transferring to Secondary Schools - September 2020". The information gives details of the different types of secondary schools in Trafford and how places at those schools are allocated.

To start your application, go to the School Admissions page of Trafford's website **trafford.gov.uk**. You will need your Online Record Number, which is included on the front page of your letter. You will be required to complete a short registration process so that your email address can be verified. You will then be emailed a link. Follow the link to complete your registration. Once you are registered you can start to make your application.

You will be able to select your preferred schools from a drop-down list. Schools are listed in alphabetical order by Local Authority. Trafford schools are listed first, in alphabetical order, followed by schools in other Local Authorities. If the school you want is not on the list, you should contact the School Admissions Team with the details.

You should select the school you really want first. Don't be put off just because you don't live in the catchment area. You can express a preference for any school, in any order, regardless of where you live. However, you must remember that applicants living within the catchment area will be given a higher priority than you.

You are advised to use one of your preferences for your catchment area school, even if that is only your last preference. If you live in the catchment area for more than one school you are advised to include all of them. This will not stop you being offered another school that you have listed higher, but it will mean you have a better chance of being offered a place in a local school, if you cannot be offered any of your other preferences.

You can also select your reasons for each school from a drop down list of relevant criteria. However, when ranking your application, an admission authority can only consider reasons relevant to the published oversubscription criteria for its school.

Once you have completed the application you must confirm and submit the application. You will then receive an email confirming that your application has been received. If you do not receive this email your application has not been submitted and you must contact the School Admissions Team on 0161 912 5007.

Any application submitted, or alteration made, after 31st October 2019 is late and will only be considered after all the applications received on time have been processed.

WHAT HAPPENS NEXT ?

All Local Authorities must use an equal preference or "blind preference" system. This means that schools will never know whether you have put them first, second, third or even last, and cannot say "put us first or we will not give you a place". So, you can tell us what you really want, without worrying that it will affect your child's chance of achieving a place at any school.

All your preferences are considered equally and a place will be offered at the highest preference possible, where places allow. For example, imagine that you live in Sale, your first preference is Sale Grammar School, your second preference is Ashton-on-Mersey School and your third preference is Sale High School. If your child qualifies for entry to Sale Grammar School, you could be allocated a place at Sale Grammar School. If your child does not qualify for entry, Trafford will not be able to consider your first preference of Sale Grammar School, so will move to look at your next preference. If you live too far from Ashton-on-Mersey School, you may not be able to be offered a place at that school, so Trafford will then look at your third preference. If you live near enough to Sale High School you could be offered a place at that school.

If, for example, you have applied for places at Ashton-on-Mersey, Blessed Thomas Holford and Sale Grammar, your child's name will be placed on each of the three schools' lists.

Each relevant school will rank their list in order, according to their published admission arrangements (details of the different admissions criteria for Trafford schools are available on Trafford's website or on request from the School Admissions Team. If you are applying for a place at a school outside Trafford you should find out what their admissions criteria are before you apply).

Trafford will look at all the ranked lists and see which of your chosen schools can offer you a place. If all three schools can offer a place, Trafford will allocate a place at the school you have ranked highest on your form. Similarly, if only two of your chosen schools can offer a place, Trafford will allocate the school you have listed highest of the two.

If none of your chosen schools can offer a place, Trafford will allocate a place at the nearest Trafford school with a vacancy.

If you need further help or advice you can contact the School Admissions Team on 0161 912 5007 or email school.admissions@trafford.gov.uk. The Team will provide realistic, confidential advice which is appropriate to your individual needs and circumstances.