



Year 6: Transfer to Secondary School

Dear Year 6 Parents,

It is time to start thinking carefully about which secondary schools you will be applying to for your child. **The deadline for applications is 31st October 2021.** I am hopeful that many schools will be holding open days/evenings in person but some of these details are still to be confirmed. (Confirmed dates can be found in the 'Hints and Tips' document – link further down.)

*****Parent Information Sessions with the
Principals of Paddington Academy & Westminster Academy*****

We will be hosting a session from 9am to 10am on Tuesday 21st September from 9am to 10am with the Principals of Paddington Academy and Westminster Academy where they will introduce their schools and take answer any questions you may have. **Please enter via the Back Gate.**

Please note that the information below applies to Westminster local authority. If you live in a neighbouring borough, you will be applying through their admissions process.

The information below summarises the key information that parents need to know. My advice would be to contact Westminster Admissions if you have any questions and we will, of course, look to provide help where we can.

Best Wishes

James Evelyn
Headteacher, Ark Atwood Primary Academy

Westminster Admissions Contact Information

Website: <https://www.westminster.gov.uk/transferring-to-secondary-school>

Email: schooladmissions@westminster.gov.uk

Phone: 020 7745 6433 (9am to 2pm weekdays)

Website Reading

- All parents should read the Westminster Admissions website thoroughly <https://www.westminster.gov.uk/transferring-to-secondary-school>.
- The 'Hints and Tips' document (also attached to this letter) provides detailed information about the process **as well as dates for Open Days** <https://www.westminster.gov.uk/media/document/secondary-school-hints-and-tips---2022-admission>
- Applications to secondary school are made through the eAdmissions website <https://www.eadmissions.org.uk/>

Links to these documents are on the Ark Atwood website under Admissions/Transferring to Secondary School.

Further Information

Every year, a small percentage of Westminster applicants are not offered one of their preferred schools, so it is extremely important to research your school options before submitting an application.

If your child was born between 1 September 2010 and 31st August 2011 you should be applying for a school place for September 2022. The application must be submitted by **31st October 2021**. The application is made to the borough in whose administrative area you live (i.e. where you pay your Council Tax).

Please remember that you can apply for up to six schools. Even after you have researched the schools and you have decided where to apply, unless you are 100% sure that your child will be offered a place (for example there will be a brother or sister on roll and the school lists this as a priority in the criteria), you should not assume that your child will be offered a place.

You should also consider other schools where you know you will have a good chance of gaining a place.

Adding further schools to your list will not affect your chances of being offered a place at your preferred school. Schools are not informed of other preferences you made or the order in which you place them.

Consider what your plan would be if you are not offered a preferred school. Every year there is a small number of Westminster residents who are not offered one of their preferred schools. Often:

- these applicants did not list the maximum number of 6 preferences on their application form.
- these applicants added late preferences for their local school(s), however these schools were already full. If these late preferences were listed on their original application form they would have secured an offer during the initial round of allocations in March.

These pupils have now applied for schools further from their home address, and in many cases have been offered schools in excess of 5 miles from their home address.

Unless you have an extremely high chance of securing a place at your preferred school (for example, there is a sibling attending and this forms part of the schools admission criteria) then you are strongly advised to list more than one school.

Local School Options

Advice from Westminster Admissions regarding specific local secondaries:

- **Paddington Academy** only offer to a small geographic area and you are advised to cross-check your address against the previous year's offer maps. Even if you live close to the school we recommend you list additional preferences.
- **St George's Catholic School and St Augustine's CE School** rarely offer to non-religious applicants. If you do not qualify under the religious criterion, you can still list the school as a preference, but should also list other preferences.
- **St Marylebone CE School and Grey Coat Hospital** only offer their 'open places' to a small geographic area and you are advised to cross-check your address against the previous year's offer maps. Even if you live close to the school we recommend you list additional preferences.
- If you would prefer single-sex education for a girl, you should consider also listing schools outside the borough of Westminster.

- **Ark King Solomon Academy** is an all-through school, meaning pupils already attending the school in Year 6 will automatically move up to Year 7, so you will not be able to list this school as an option. There will be no places on offer to external applicants. Even if you have a sibling at the school, or live very close to the school, you will not be offered a place through the secondary transfer process. If you want to apply for a Year 7 place, you should complete an in-year application form.
- If you would prefer single-sex education for a boy, please note that **Marylebone Boys' School** offer on the basis of straight line distance. The measuring point is from Old Marylebone Town Hall, not from the school site in Paddington.
- It is important to attend any banding examinations. Last year there were children that would have qualified for their preferred schools, but they had missed the banding examination and therefore were not offered a place.
- Last year, there were numerous applicants that lived close to **Westminster Academy, Pimlico Academy, and Harris Academy St John's Wood**, but did not list them as original preferences. When these applicants were not offered one of their preferred schools they decided to make a late application for these schools, but all places had already been taken by on-time applicants. You should make use of all 6 preferences from the outset.

Children with an EHCP

If your child has an Education, Health & Care Plan (EHCP), you are encouraged to contact Westminster's Special Educational Needs Service who will be able to provide advice to support your application for your child. Their telephone number is 020 7361 3311.

Appeals

You are entitled to appeal for a school place at any school that you have been unsuccessful in obtaining a place at. Appeals will be heard from May to July (depending on the school), by an independent panel and the school is required to comply with the decision of the panel. Be realistic about your chances of securing a place via the appeal process. The appeal breakdown from last year is provided below:

School	Appeals Heard	Appeals Upheld
Grey Coat Hospital	29	5
Paddington Academy	8	0
Pimlico Academy	1	0
St Augustine's High School	0	-
St Marylebone CE School	39	3
Westminster Academy	0	-
Harris St John's Wood	0	-

Key Dates

1 st September 2021	eAdmissions website opens for applications
31 st October 2021	Closing date for applications
1 st March 2022	National Offer Day (when you will be advised of the outcome of your application)
15 th March 2022	Deadline for successful applicants to accept or decline their school offer
From 29 th March 2022	Waiting lists for schools held by Westminster Admissions will be made available
6 th May 2022	Appeals must be lodged by this date
May/June/July 2021	Appeals are heard by an independent panel