

Director of Education and Skills
The London Borough of Barnet,
Building 4, North London Business Park
Oakleigh Rd South,
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To all parents of Year 6 children
attending a Barnet primary school

contact: Admissions Team
tel: 020 8359 7651
e-mail: school.admissions@barnet.gov.uk
fax: 0870 8896799
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our reference: SECTRANPAR1.doc

Dear Parent

TRANSFER TO SECONDARY SCHOOL 2016

The pamphlets that you have been given by your child's primary school explain how to apply for a school place.

Before you begin your application, please download the booklet 'A Guide to Secondary Education in Barnet' from www.barnet.gov.uk/schooladmissions. The guide will give you all the information you need to know about the secondary transfer process.

Parents of children in Year 6 who have a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) will receive information about their arrangements for transfer from the SEN Team and will complete a different form.

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. Further information about our schools, or schools outside Barnet, can be found on the individual school's website. We recommend that you attend the open evenings for the schools you are interested in to help you decide which schools you prefer.

You must submit **one** application to your home council to apply to all schools (except private schools) whether the school is within or outside Barnet. The application must be made online at www.eadmissions.org.uk.

If you need help and support to complete your application form, please telephone the School Admissions Customer Contact Centre on 020 8359 7651.

The deadline for submitting your application is **Saturday 31 October 2015**. If you submit your application after the deadline, it will be considered after all applications that were received by the closing date and you will not receive an outcome letter on National Offer Day, 1 March 2016. However, if there is a good reason why you could not return your application by 31 October, it may be considered as 'on time' if it is received by **Wednesday 9 December 2015** and the reason for the lateness is fully explained in writing and accepted by the Local Authority.

Some schools, usually faith schools or selective schools, will also require you to complete a Supplementary Information Form (SIF) **in addition** to the e-admissions form. These will be available at the open evenings. For further information, please refer to the individual school pages in the booklet and to the booklets published by other local authorities if applicable.

If you have any queries about the process, please contact the School Admissions Customer Contact Centre before you submit your application on 020 8359 7651.

Yours sincerely

Liz Ferrie
Admissions Team Manager

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