

Transfer to Secondary School 2023

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Q My child hasn't been offered our preferred school

A Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. Your child is automatically added to the [waiting list](#) for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September. You should accept the place at the school you have been offered in the meantime.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q My child was not offered a place at any of our preferred schools.

A Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. Your child is automatically added to the [waiting list](#) for higher preference schools

than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September.

You will have been offered a place at an alternative school which would have been the nearest school with available places. If you wish to consider other schools, information about schools which may have vacancies or short waiting lists is available on the [Council's website](#). You can apply for these or other schools on an [Additional Preferences Form](#) also available on the [Council's website](#). Further advice is also available from Pupil Services Team by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316. You should accept the place at the school you have been offered in the meantime.

If you live outside of the Borough of Wandsworth, you should also contact your home borough's school admission team for further guidance.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q My child does not have a school place for September

A If you have not already applied for a school place, you should do so immediately. You can [apply online](#), download a form from [WBC website](#) or contact the Pupil Services Team for a paper form. If you live outside of Wandsworth, you should contact your home borough council.

If you have made an application, this will mean that unfortunately all your preferred schools were over-subscribed, and the children offered a place had higher priority under the schools' admission criteria. Information about how places were allocated at each Wandsworth school is available on the Council's website [here](#). Your child will automatically have been added to the [waiting list](#) for any of your preferred schools in Wandsworth. For schools outside of Wandsworth please contact the [admission authority](#) for the school. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the [waiting list](#) strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September.

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other schools on an [Additional Preferences Form](#) also available on the [Council's website](#). Further advice is also available from Pupil Services Team by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316. You should accept the place at the school you have been offered in the meantime.

If live outside of the Borough of Wandsworth, you should also contact your home borough's school admission team for further guidance.

You also have a legal right of appeal against the decision not to offer your child a place at your preferred school. Further information about the appeals process can be found [here](#).

Q Can I apply for a school place now?

A If you have not already applied for a school place, you should do so immediately. You can [apply online](#), download a form from [WBC website](#) or contact the Pupil Services Team for a paper form. Full information about the admissions process and admission arrangements for each Wandsworth school is contained in the '[Choose a Wandsworth secondary school](#)' admissions booklet. If you live outside of Wandsworth, you should contact your home borough council.

As most school places have already been allocated for September, it is also recommended that you apply for your local schools in Wandsworth. information about schools which may have vacancies or short waiting lists is available on the [Council's website](#). For some schools, you may also be required to complete the school's own supplementary form. Further advice is also available from Pupil Services Team by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316.

If a school rejects your application as all the places are currently allocated, you still have a right of appeal and can request that your child remains on the school's waiting list.

Q How does a waiting list work?

A If your application for your preferred school(s) is unsuccessful, your child is automatically added to the waiting list for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received.

Any places that become available will be offered from the school's waiting list. Waiting lists are ordered strictly in accordance with the school's admission criteria. For some schools there will be a separate waiting list for each [type of place or ability band](#).

Places are offered to children at the top of the waiting list as vacancies arise. Late applicants are also inserted into the waiting list in criteria order. This means that your position on a waiting list can move up or down on the list, as places are offered or children join or withdraw from the list. The time spent on the waiting list does not affect the position held.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list before September. If you have been offered a place at another school you should therefore accept this in the meantime.

You can now look up your [waiting list position online](#) if the school is in the borough of Wandsworth. Please visit our [website](#). You will need to enter your reference number which is included in your notification email. If you do not have internet access or have further queries please contact Pupil Services by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316.

If the school is **not** in the borough of Wandsworth, you should contact the school or the borough in which it is situated.

Q I don't agree with the decision not to offer my child a place at my preferred school.

A If your application has been unsuccessful, you will be added to the school's [waiting list](#). You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

For Ashcroft Technology Academy, Bolingbroke Academy, Burntwood School, Chestnut Grove School, Ernest Bevin College and Graveney School, please visit www.wandsworth.gov.uk/admissionappeals for an appeal form and further information on the appeals process. If you do not have internet access or have further queries please contact Wandsworth Education Appeals Service by email at educationappeals@wandsworth.gov.uk or by telephone on 020 8871 7554. **Completed forms and any supporting documents must be received by the Appeals Service by 17 April 2023.**

For Ark Putney Academy, Bolingbroke Academy, Harris Battersea Academy and Saint Cecilia's CE School, please download an Appeal Form from the school's website or contact the school's Admissions Officer by telephone to request a form.

For any school **not** in the borough of Wandsworth, you should contact the school (for Foundation and Voluntary Aided schools, and Academies) or the borough in which the school is situated (for Community schools) as soon as possible for information on how and when to appeal.

The decision of the appeal panel is legally binding on schools, LAs and parents.

If you are appealing for a place at a particular school, you should make arrangements for a place at an alternative school in case your appeal is unsuccessful. Accepting a place at another school does not affect your right to appeal concerning a place at the school you would prefer.

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Q Can I appeal?

A If your application has been unsuccessful, you will be added to the school's waiting list.. If you disagree with the decision to not offer your child a place at your preferred school, for any reason, you also have the right of appeal to an independent appeal panel. When considering whether to appeal, it is important that you are aware that although the law allows you to have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

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If you are appealing for a place at a particular school, you should make arrangements for a place at an alternative school in case your appeal is unsuccessful. Accepting a place at another school does not affect your right to appeal concerning a place at the school you would prefer.

Q Why has a child who lives near me been offered a place at my preferred school, but my child hasn't?

A Burntwood School or Graveney School

This may be for two reasons:

- Because children with a higher score than your child in the Wandsworth Year 6 Test filled all the available selective places; and/or
- Because eligible siblings and children living nearer to the school than your child filled all the available non-selective places.

Saint Cecilia's Church of England School

This may be because children who met the church attendance criteria more fully than your child did, and/or who live nearer to the school than your child, filled all the available places. Please contact the school if you need more information about the church attendance criteria.

Ashcroft Technology Academy or Chestnut Grove Academy

If your child applied for a specialist place, this will be because s/he did not get a high enough score in the school's aptitude assessment to qualify for a place. Please contact the school if you need further information about specialist places.

For other applicants this will be because siblings and children living nearer to the school than your child filled all the places available in your child's ability band. Your child's ability band was based on his/her score in the Wandsworth Year 6 Test.

Bolingbroke Academy

- Applications from the named feeder primary schools exceeded the number of places available at the academy.
- Applications from within your named feeder primary school exceeded the proportion of places available to that school and successful applicants live closer to the academy (measured in a straight line).

Specific Information about how places were allocated at each Wandsworth school can be found [here](#).

Q Last year children living in my area got a place at my preferred school, so why hasn't my child been offered a place this year?

A Usually, distance from the school is used in the case of a tiebreak, therefore the child you are referring to may meet different admission criteria or lives slightly closer to the school than you. The pattern of applications can also vary from year to year, ie there may be more pupils living closer to the school

or who have a sibling already attending the school. This in turn will lead to a change in the allocation of places at a school from year to year.

Specific Information about how places were allocated at each Wandsworth school in previous years can be found [here](#).

Q I don't want to attend any of the schools in Wandsworth

A As a parent of a child resident in Wandsworth, you have the right to express a preference for up to six schools across London, (or the rest of England) if you wish on the Wandsworth Common Application Form. The Pan London Coordinated Admission System co-ordinates the application and allocation process across London and six neighbouring authorities. However, there is no guarantee that you will be offered any particular school and we strongly recommend that you apply for your local school.

Q What happens if I don't accept the school offered to me?

A You can choose how to educate your child. If you have accepted a place at another school, ie an independent school, you should inform us that you do not want to accept the school you have been offered. This will enable another child to be offered the place your child vacates.

If the Council are unable to ascertain whether you want the school place within a reasonable time after 15 March, it will be assumed that you do not want the place and it will be withdrawn. If, by September, the LA has not been notified of your intention to provide your child with education, your case will be referred to the Education Welfare Service.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list or on appeal. If you have been offered a place at another school you should therefore accept this in the meantime.

Q What happens if I don't respond to the Council by 15 March?

A The Council will make reasonable attempts to contact you to ascertain whether you want to accept the place at the school you have been offered. We hope you will respond quickly so that if you do not want that school another child can be offered the place. Please contact the Pupil Services Team as soon as possible to let us know if your child will be attending the school or not. If we have not been able to contact you we will assume you do not want the school and withdraw the place. If you respond to the school please do not assume that they will pass on this information to your 'home' LA.

Q The offer of a school place has been withdrawn because I didn't respond to the Council by 15 March.

A Please contact the Pupil Services Team immediately. If you still need a school place the team will assist you in finding another school.

Q I have moved since I filled in the application form.

A Please contact the Pupil Services Team to inform them of your new address and contact details. We will pass your details on to the school where you have been offered a place. Without up to date contact details you may not receive important information about your school place, which could result in it being withdrawn.

If you have been offered a place and no longer require it as you moved address, please let the Pupil services Team know so the place can be offered to another child.

Q I no longer require the place offered.

A If you no longer require the school place offered as you have moved address to another area or have accepted a place at another school, eg an independent (private) school or a school in another area, please let the Pupil Services Team know so the place can be offered to another child.

Q What is an Admission Authority?

A The admission authority is the body responsible for setting the admission criteria and deciding which children should be offered places at a particular school. This will vary according to the type of school.

For community schools the admission authority is the local council whilst for foundation schools, voluntary aided schools, academies, and free schools it is the school's governing body or academy trust.

Community schools are financed by public money and maintained by the council, which also sets their admission requirements.

Voluntary aided schools are set up by a religious or voluntary body but funded through the council. Governors have additional responsibilities than those for community schools, including setting admission arrangements and deciding which children to admit.

Foundation schools are also funded through the council but the school's governing body has responsibility for setting admission arrangements and deciding which children to admit.

Academies and free schools are independent schools funded directly by central government. The governing body or academy trust for each Academy and Free School sets its admission arrangements.

Q Further advice and information

A For further advice, please contact the Pupil Services Section by email at admissions@richmondandwandsworth.gov.uk or by telephone on 020 8871 7316.

For further independent advice, you may find the following organisation helpful:

Coram Children's Legal Centre

Website: <http://childlawadvice.org.uk/> Tel: 0845 345 4345

The following Publications from the Department for Education (DFE) also contain much useful about school admissions and school admission appeals:

School Admissions Appeal Code

This Code contains more detailed guidance on the appeals process and explains the legal basis of admission appeals. A copy of the Code can be downloaded free of charge from the gov.uk website at <https://www.gov.uk/government/publications/school-admissions-appeals-code>

School Admissions Code

This Code contains more detailed guidance on the school admissions generally and explains the legal basis of admissions process. A copy of the Code can be downloaded free of charge from the gov.uk website at . <https://www.gov.uk/government/publications/school-admissions-code--2>