

Starting Secondary School Cambridgeshire County Council

A guide for parents of Cambridgeshire children starting secondary school in September 2023

This leaflet explains how to apply for a secondary school place if your child lives in Cambridgeshire and was born between 1st September 2011 and 31st August 2012.

Application deadline 31 October 2022

All the information you need to apply for a secondary school place, will be available on our website [Secondary school admissions - September 2023 - Cambridgeshire County Council](https://www.cambridgeshire.gov.uk/secondary-school-admissions-september-2023)

www.cambridgeshire.gov.uk/admissions

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- there is no risk that your application will get lost in the post;
- you can change / amend the details on your application up until the closing date;
- you will receive an email confirmation when your application has been received, and each time it is resubmitted;
- it is available 24 hours a day, 7 days a week up until the closing date of 31 October 2022 (except during periods of essential maintenance)

Alternatively, you may apply using a paper application form. A copy of the admission guide and application form can be requested from any Cambridgeshire primary school or by contacting the admissions team below.

Support is available from the Admissions Team via our contact us form -

www.cambridgeshire.gov.uk/council/contact-us/ or during the office hours by telephoning 0345 045 1370

Monday to Thursday	9:00am – 5:00pm
Friday	9:00am – 4:30pm

All applications are considered equally, whether online or on paper.

Therefore you should not apply twice.

Key facts about the application process

What do I have to do?

You should select up to three schools in order of preference.

To help you make this decision you can:

- find your catchment area school online at <http://my.cambridgeshire.gov.uk>;
- find other schools in your area by looking directory on the website;
- read the oversubscription criteria for the schools you are interested in;
- arrange to attend the schools' open events;
- look at other sources of information like the school prospectus and website;
- consider the home to school transport policy on our website, and whether you will qualify for free transport to any of the schools you list on your application form.

You must make an application by 31 October 2022.

- It is vital that you apply by the closing date. Applications which are received after the deadline will **not** be processed until after the national offer date of 1 March 2023
- Applications can be made either online at [Secondary school admissions - September 2022 - Cambridgeshire County Council](#) or on a paper application form available from any Cambridgeshire primary school or by contacting the Admissions Team.
- If you are applying for St. Bede's Inter Church School, make sure you also complete the school's supplementary information form (SIF) and return it to the school by the closing date, otherwise your application will not be processed under the school's faith-based criteria.

What happens next?

We will offer your child a school place on 1 March 2023.

- If you applied online and requested confirmation by email, you will receive an email on 1 March 2023 informing you of the school you have been offered.
- School offer letters will be sent by second class post, despatched on 1 March 2023, to everyone who applied before the deadline, whether you applied on paper or online
- If we are unable to offer your child a place at any of your preferred schools, we will offer a place at the nearest designated school.

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

- Your child's details will be added to the school's reserve list in case a place becomes available and will be held on this list until 31 December 2023.
- You can ask about other schools that have places remaining, and submit a new application requesting alternative school preferences.
- You can request an appeal. For further information see <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/>

Useful Information

Important

- There is no automatic transfer to primary school so an application to the local authority is required in **ALL** cases.
- If you fail to make an application for your child's place before the deadline an offer of a place will **not** be made for your child on 1 March 2023. This may have a severe and negative impact on your chances of securing a place at your preferred school.
- If you are applying for a secondary school which requires a completed SIF, you must ensure that you complete a Supplementary Information Form (SIF) **and** a Local Authority Application Form.

Considering a school

- Find details of a school's profile, Ofsted report and performance data at <http://schoolsfinder.direct.gov.uk/>
- Make time to visit the school.
- Do not judge a school by what others say.
- Think about transport and how your child will get to school.

Use your preferences wisely

- Use all three preferences available to you and be realistic about the schools you apply for.
- List your school preferences in the order that you would most prefer them, not the order you think you might get them.
- You are advised to name your catchment school as one of your preferences.

Allocating school places

- All applications received by the deadline are considered at the same time, no school offers are made on a "first come, first served" basis and priority is **not** given to those who put the school as a first preference.
- Decisions about who to offer school places will be made solely using the oversubscription criteria for that school, no other information is taken into consideration.
- All your preferences will be considered. The order in which you list the schools will be used if you can be offered a place at more than one school. In this case, you will be offered the school which you put as the highest preference.

Reminder

If you apply on-line and re-visit your application to view and make changes you **must** ensure it is re-submitted before 31 October 2022

Naming a school

- Naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Naming the same school more than once will not increase your chance of gaining a place.