



Head Teachers
All Primary and Junior Schools

Reply to Telephone School Admissions
0117 9037694

E-mail school.admissions@bristol.gov.uk

Date September 2018

Dear Colleague

Transfer of pupils to Secondary School in September 2019

A copy of "A guide for parents and carers on applying for a secondary school place for the school year 2019-2020" is available on-line for parents/carers to view and download. Can we ask that you issue to each Year 6 child living in Bristol who is due to transfer to Year 7 in September 2019 a flyer as soon as possible (by Friday 14th September 2018 at the latest please).

We would also ask that you encourage parents to attend secondary school Open Days/Evenings. Information about dates and times is available on-line by following the link below. You may also wish to remind parents/carers of key dates via Facebook, Twitter, Group Text, the school's website as well as paper or on-line newsletters.

www.bristol.gov.uk/schooladmissions

Our preferred method of application is on-line and we would ask you to encourage parents to apply on-line where possible.

On-line is the preferred method of application because:

- The system helps applicants by checking for errors.
- There is no risk that applications will be lost in the post.
- It is quick and easy to do.
- Applicants will receive an immediate email confirming that their application has been received.
- Applicants will receive email notification of the outcome of their application.

If parents do not have access to the internet at home, free on-line facilities are available at all public libraries in Bristol. In addition parents/carers can use the internet at the Citizen Service Point located in Central Bristol.

Children Adult and Education

School Admissions
Bristol City Council (City Hall)
PO Box 3176
Bristol BS3 9FS

Ali Mannering
Interim Head of Service
Trading with Schools

Website
www.bristol.gov.uk/schooladmissions

<https://www.bristol.gov.uk/contact/citizen-service-points>

You may also consider allowing parents to use facilities in school. Please ensure parents/carers use their own email account to enable a notification email is issued on national offer date. You may wish to consider assisting parents/carers to create a free email account if they do not hold one.

Please remind parents that the national submission date for on-time applications for a Year 7 Secondary School place for Sept 2019 is **Midnight on 31st October 2018** and this is when the on-line system will close.

Paper applications postmarked after this date and time will be treated as late applications and a school place will NOT be allocated in the first round of offers.

Children whose parents are unable to apply on-line

If parents are unable to apply on-line, paper application forms are available from School Admissions upon request or can be downloaded from our website. You may also wish to download an application form on a parent/carers behalf.

Children living outside the Bristol LA area

Children living outside Bristol City Council area **must** apply on their **Home LA** common application form (i.e. where they pay Council Tax). We are unable to process any application made in error to us.

Children with an Education, Health and Care Plans

The Plan of each child will need to be amended at secondary transfer. The Annual Review of the child's Plan in Year 5 should provide enough information for a provisional decision to be made about the type of school which can best meet the child's needs at Secondary Transfer. Additionally it may provide the name of the preferred secondary school.

However, where, for example, a child's needs are changing rapidly, the LA will not be able to make a provisional decision about secondary provision from the Annual Review. In these cases the Year 6 Annual Review should be brought forward to term 1; Special Educational Needs Section will contact you about what additional information is required.

It is still necessary for you to issue the secondary schools flyer to the parents of children with a Plan. You should make clear that there is a separate procedure. The SEN team will be sending a unique application form to each of these children. They should NOT apply on-line. The SEN Team will still need to check that the Secondary School understands and can meet the child's needs as set out in the Plan, before a place can be offered.

In a few cases, it may be that the key stage transfer review recommends that the child transfers to a special school or resource base at Key Stage 3. In such cases you should check with the SEN Team whether this recommendation has been agreed and a final

C h i l d r e n A d u l t a n d E d u c a t i o n

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decision taken.

Children who join your school in Year 6

It is your responsibility to ensure any new Year 6 child who joins your school is made aware of the application process and makes an application for a Year 7 place.

National offer day

All children for whom an application has been received will be made an offer of a school place. The statutory common date for all Local Authorities to notify parents/carers of the outcome of their application is 1st March 2019.

- If a parent applied an email will be sent notifying the outcome of the application. School places can be accepted or declined on-line by following the instructions given.
- If a paper application was made, a letter will be sent on 1st March 2019 advising the outcome of the application.
- Parents who applied via the parent portal will receive a message on 1st March 2019 to log into their account to view the outcome of their application.

Accuracy of records

If details change for any year 6 child the school should let the School Admissions Team know, by e-mailing school.admissions@bristol.gov.uk

Thank you for your assistance in distributing this information and for promoting the on-line application service. If you have any queries about any of the guidance in this letter please contact us or the School Admissions team (school.admissions@bristol.gov.uk).

Yours sincerely

Hayley Leman

School Admissions Lead

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