



MOVING UP TO SECONDARY SCHOOL

For parents applying for a Year 7
school place for **September 2020**



This leaflet gives you some background information about your child's move to secondary school. It also explains how to apply for their secondary school place.

Buckinghamshire has upper/all-ability schools and grammar schools. Most children will sit the Secondary Transfer Test. The result of this decides which sort of school is suitable for your child.

You will make your application for a secondary school to the Local Authority (LA) in whose area you live. If you live in Buckinghamshire you will be able to list up to six schools located in any area on your application. All LAs share preference information with each other, where necessary.

Secondary Transfer Test

Children who go to a Buckinghamshire LA primary school will be able to take the Secondary Transfer Test. You must let your child's headteacher know if you do not want your child to take the test. Think whether a grammar school would be suitable for your child.

Speak to your child's headteacher if you think your child might not be able to access the Secondary Transfer Test. This might be because they have a disability or Special Educational Needs.

Also speak to your child's headteacher if they are not in the normal year group for their age.

In the summer term of Year 5 we will give children a Familiarisation booklet. The Practice Test will take place in the autumn term of Year 6.

The timeline in this leaflet gives the dates for the Practice and Secondary Transfer tests. We will let you know your child's Secondary Transfer Test results in October. If your child does not qualify by scoring 121 or more, we will let you know what your options are.

We only consider qualified children for a place in a grammar school.

What to do first –

Visit our website from late August

www.buckscc.gov.uk/movinguptosecondaryschool

for information about moving up to secondary school and the Secondary Transfer Testing Process. You will also find it useful to visit the website at key times throughout the year. If you do not have access to a computer, you can ask us to send you a copy of the information on our website.

The 'Find my child a school place' service on the website has admission information for all our secondary schools and their Open Event dates too. These take place in the summer and autumn terms. It is important for you to visit a number of schools so you can decide which you think would be best for your child. Visit your nearest and catchment schools, even if you are not sure they would meet your child's needs. You can then make an informed application.

How are places allocated?

Sometimes schools have more applications than there are places available. In this situation we use admission rules to decide which children we should offer a place to. Information about admission rules is available from 'Find my child a school place'. You should check admission rules as different schools can have

different rules. If you want to apply for a school in another area you should check their admission rules.

Some schools also have a supplementary form for you to fill in if you are listing it on your application. Check the School Directory available on 'Find my child a school place'.

We use distance in the admission rules to help us work out which children to offer a place to. All Buckinghamshire schools use straight line distance.

Buckinghamshire LA operates an Equal Preference scheme. This means that the preference number you have given each school (1st – 6th) does not affect how likely it is that your child will get a place. If, during the allocation process, we can offer your child more than one school, we offer the place at the school listed higher on your application.

You should list the schools on your application in the order you would like them.



How to apply – Buckinghamshire residents only

**Please see the timeline later
in this leaflet.**

You can apply online using a laptop, desktop, smart phone or tablet. Our system is safe and easy to use. Set up a username (your email address) and password. You can then fill in your child's details and list up to six secondary school preferences.

**Apply online from 10 September
2019 at www.buckscc.gov.uk**

Once we have received your preferences we will send an automatic email to confirm which schools you have applied for.

You can log back in to change your application at any time before the deadline.

You can apply online from a library if you don't have a computer at home. You might be able to use a computer at your child's current school. If you cannot apply online, you must let your child's school know and they will give you a paper form.

**Make sure you apply by the
deadline of 31 October 2019.**

We ask you to provide us with evidence of where you live when you apply. See the website for a list of documents that you can choose from.

If you apply online, you will know which school we have offered your child a day early. You can log on to your account on 2 March 2020 to check the offer. You will also get this information in an email.

If you apply with a paper form, we will post you a letter on 2 March 2020.

School Transport

We provide free school transport to secondary school pupils in Years 7 – 11 who go to their nearest school. We measure by road when deciding which is your child's nearest school. Your child must also live over the statutory walking distance of 3 miles.

If, on your application you put a school that is not your nearest above your nearest school and we offer your child a place at the school you listed higher, we will not provide your child with free transport.

You must include a preference for your nearest school to be considered for any free transport to other schools.

We do not provide transport to your catchment school, unless it is also the nearest. For grammar qualified children an upper/all-ability school may be nearest. To be clear, transport is not provided to a child's nearest grammar school if it is not the nearest school.

If you have an older child already attending your preferred school who gets free school transport, you must not assume that your younger child will also get free school transport.



You can check if your child would get free transport to your preferred school. From 10 September our online Transport Checker will be ready for admission in September 2020. The checker for 2019 admission is available now as a guide:

<https://services.buckscc.gov.uk/school-admissions/transport>

Make sure you are familiar with the School Transport Policy. If help with school transport is important to you, you need to think about this when making your secondary school application. Think about how your child will get to school if they are not entitled to free school transport.

Timeline – What happens when?

You need to know about these important dates if you live in Buckinghamshire.

From June to Oct 2019	Visit Buckinghamshire schools' Open Events. Details are in the School Directory in the 'Find my child a school place' service on our website.
10 Sept 2019	Make your application online at www.buckscc.gov.uk from this date.
10 Sept 2019	Children take the Practice Test.
12 Sept 2019	Children take the Secondary Transfer Test.
18 Oct 2019	Secondary Transfer Test results released.
24 Oct 2019	Apply online or send us your paper form by this date to make sure you know we have received it in good time.
31 Oct 2019 - 3pm	The application deadline.
2 Mar 2020	We offer secondary school places. Parents who applied online will receive an email and can also log on to check which school has been offered. We post offer letters where necessary.

More important information

Our website not only covers all the topics in this leaflet in much more detail but also includes –

- What evidence we need to see if you are moving house
- How to apply for a school place and things to think about before you do this
- How to respond to the offer of a school place
- What you can do if your child does not qualify for grammar school or if we cannot offer the school you would like
- Information about Transition Day in July 2020. Your child will spend the day at their new secondary school

What you can find on our website

www.buckscc.gov.uk/movinguptosecondaryschool

Information about **Moving up to Secondary School** including:

- Making an application
- Secondary Transfer Testing and the results
- Secondary school offers

The **Find my child a school place** service - enter your child's date of birth and postcode to:

- find schools near to your address
- check your child's entitlement to free school transport. This may influence your secondary school preferences and their order.

- apply for your child's secondary school place – from 10 September;

There is also a **School Directory** which gives details of all the secondary schools in Buckinghamshire, including their **Open Events**.

Allocation **statistics** to help you understand what has happened in previous years.





How to contact us

If you have a question that is not answered on our website, please fill in the Contact Us form on the website –

Contact Us form

www.bucksgov.uk/contactadmissions

Office hours

9am – 5.30pm Monday to Thursday

9am – 5pm Friday

Write

Admissions & Transport Team
Children's Services
County Hall
Aylesbury
HP20 1UZ

Further help

A copy of this leaflet is on our website. If you have a visual impairment you can use a screen reader to help you read the text.