

Diocese of Brentwood
St Bede's Catholic Primary School and Nursery

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Head teacher

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26 September 2017

To Families of Y6 Pupils

Dear Family

Secondary Transfer Process 2018

Please note that the deadline for your child's application for admission to secondary school in September 2018 is 31 October 2017. Redbridge no longer issue a hard copy of the Transfer to Secondary Schools Booklet to all Year 6 pupils. The Redbridge information booklet "Transfer to Secondary Schools 2018" is available via the Admissions section of the Redbridge website (link is available on our website too under the Admissions tab). Please see attached copies of the introduction letter and process timetable contained in the Redbridge Secondary Transfer booklet for admission 2018 for your information.

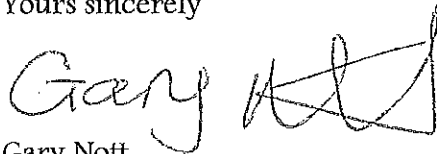
All applications must be made on line through e-Admissions and if you do not live in Redbridge you **must** apply via the Borough in which you live. Useful contact numbers for other Boroughs and details of the Redbridge secondary school open evenings are available in the Redbridge booklet or on the website of the individual schools.

You are reminded that you must also complete a Supplementary Information Form (plus listed documents) for all faith schools that you wish to apply to along with your on-line e-application (plus listed documents). The Supplementary Information Form requirements are listed on the Borough website (link available via our website). For Supplementary Information Forms for non-Redbridge faith schools you should contact the individual schools direct (or check the Admissions section of their website).

Your Parish Priest holds copies of the Certificate of Catholic Practice which will need to be completed in support of your Catholic worship.

If you are not in a position to apply on-line, please contact your Borough's Admissions team for guidance.

Yours sincerely



Gary Nott



Colin Stewart
Operational Director, Education and Inclusion

Date: September 2017

Email: admissions@redbridge.gov.uk

Dear Parents/Carers

Re: Transfer to Secondary School 2018

This transfer booklet explains the procedure for Redbridge parents to apply for their child's transfer from primary to secondary school, whether those schools are in Redbridge or another Local Authority.

Please make time to visit the schools on their open evenings if you are interested in particular schools for your child, see pages 101-102.

You can apply online for a secondary school place using eAdmissions between **1 September and 31 October 2017**. To apply, from **1 September 2017** please visit www.redbridge.gov.uk/eAdmissions. Once you have registered with a login name and password, you can start your application and go back to amend or check it as many times as necessary before you finally submit your application.

The deadline to submit your online application is 31 October 2017.

The email outcome of your application is: 1 March 2018

If you do not live in Redbridge, you must apply to your own Authority. Useful contact numbers can be found at the back of this booklet.

May I take this opportunity to wish your child every success in his or her future secondary school.

Yours sincerely

Colin Stewart
Operational Director, Education and Inclusion

Introduction

This information concerns children transferring from Primary to Secondary schools in September 2018.

If your child was born between 1 September 2006 and 31 August 2007, you must apply for a place at a Secondary school by 31 October 2017.

If you live in Redbridge please read this carefully as it gives you all the information you need to know about applying for a secondary school for your child. If you **do not live in Redbridge**, you should contact your own local authority, details are on [page 106](#). A full list of secondary schools in Redbridge can be found on [pages 98-99](#).

If you have any queries about your child's application for a place at a secondary school, please contact Secondary Admissions by emailing admissions@redbridge.gov.uk.

In-Year application – Moving between secondary schools

An online In-Year Application is available for admission to existing year groups at www.redbridge.gov.uk/schools/admissions-during-the-school-year

SEN Applications

Do not complete an online form if your child has a statement of Special Educational Needs/EHC Plan. You should contact the Redbridge Special Educational Needs team on 020 8708 8210, who handle the arrangements for Secondary Transfer in such cases. Please read further information on [page 19](#).

Timetable for Transfer Admissions 2018

Tuesday 31 October 2017 Deadline for all applications

When you apply online you must submit your form by Tuesday 31 October 2017 before 11.59pm.

Any **Supplementary Information Form(s)** that are also required should be returned to the relevant faith school(s) by **Tuesday 31 October 2017**, with the appropriate documents. Proof of residence documents should also be submitted.

During February, application data will be exchanged between appropriate local authorities for consideration against the individual schools' admissions criteria.

During this time there will be minimal communication with parents about their application.

If you apply online by the deadline, you will be sent an email with the result of your application during the evening of

Thursday 1 March 2018

If it is possible to offer a place, this will be a conditional offer subject to proof of residence. If we cannot offer the school you want, you will be told of the alternative school offered and the website to visit to see how places were offered.

Deadline for Parents to accept the offer of a place

Thursday 15 March 2018

If you do not accept the place, the offer will be removed after a reasonable period and you will need to make alternative arrangements to educate your child.

Appeal deadline

Thursday 29 March

Appeals will take place during

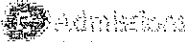
May/June/July 2018

Your appeal will be heard within 40 school days from the deadline of the appeal lodged.

Online applications are easy as you only need to have an email address to register with the eAdmissions system.

Please keep your login and password details safe as you will need these details on **Thursday 1 March 2018** to accept the school offered.

To apply online go to:

www.redbridge.gov.uk 

Once you have registered on eAdmissions an email will be sent to you with your **username** and instructions for you to follow. You will then get an email with your **password**. Please keep these details safe.

The link on your email will take you to the eAdmissions login page to start your application. Each page on your screen will explain what you need to do as clearly as possible and there are guidance notes to help you.

When you have completed your application YOU MUST SUBMIT it by the deadline of **Tuesday 31 October 2017**. Once you have successfully submitted your completed application you will receive an email confirming details of your application and you will be given an Application Reference Number. If you do not receive a confirmation email (check your spam/junk folder) then your application has not been successfully submitted.

Once you have submitted your application, if you then go back and make any further changes, you MUST SUBMIT your application again, by the deadline date. The most recent updated application submitted before the deadline will be processed.

You will be sent an email with the results of your application during the evening of the **Thursday 1 March 2018** (provided you submitted your application by the deadline). If it is possible to offer a place, this will be a conditional offer subject to the criteria being met. **DO NOT respond to this email as it will not be actioned.** **The deadline to accept a school place is 15 March 2018.**

You will need to accept or decline your offer online by logging into your account using www.eadmissions.org.uk/eAdmissions/app with your username and password.