



# MOVING UP TO SECONDARY SCHOOL

For parents applying for a Year 7  
school place for **September 2017**



**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 is a selective county, which means that we have upper/all-ability schools and grammar schools. Most children will sit the Transfer Test and the outcome of this decides which type 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. Buckinghamshire parents will be able to list up to six schools located in any area on that application. All LAs share preference information with each other, where necessary.

## Transfer Test

Children who go to a Buckinghamshire LA primary school are automatically entered for the Transfer Test unless you let your child's headteacher know that this is not what you want. Think carefully whether a grammar school would be suitable for your child.

Make sure you speak to your child's headteacher if you think they might not be able to access the Transfer Test because they are disabled or have Special Educational Needs.

You should also speak to your child's headteacher if your child is working outside of the age range for their year group.

Children will be given a Familiarisation booklet in the summer term of Year 5. The Preparation Test will take place in the autumn term of Year 6.

Please see the timeline later in this leaflet for the Preparation and Transfer Test dates. We will let you know your child's 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.

Only qualified children can be considered for a grammar school.

## What to do first –

### Visit our website

**[www.buckscc.gov.uk/schooladmission](http://www.buckscc.gov.uk/schooladmission)**

to view and/or download the **Moving up to Secondary School Guide**, which is your companion to the whole process. You will need to read sections of the Guide throughout the year so it is best to save, or print, yourself a copy. If you do not have access to a computer, you can ask us to send you a copy.

The Guide will be available by the end of August 2016.

Our website also has a list of the Open Events which Buckinghamshire secondary schools will hold in the summer and autumn terms. It is important to visit a number of schools so you can decide which you think would best suit your child. We suggest you visit your catchment schools, even if you are not sure whether they would meet your child's needs, so you can make an informed application.

### How are places allocated?

When schools have more applications than there are places available, admission rules are used to decide who will be allocated a place. More information about admission rules is in the Guide.

Different schools can have different admission rules so it is important that you check them carefully, particularly as most schools are now Academies. It is also helpful to check the admission rules for any schools in other areas that you are interested in.

Some schools also have a supplementary form for you to fill in if you are listing their school on your application. Check the Guide for more information.

Distance is used in the admission rules to help us work out who can be offered a place. 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 you will get a place. If your child can be offered more than one school during the allocation process, we will offer the place at the school that you have 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 deadlines  
in the timeline later in  
this leaflet.**

You can apply online; our system is safe and easy to use. You simply set up a username (your email address) and password, fill in your child's details and list up to six preferences for secondary schools.

**Apply online from 6 September  
2016 at [www.buckscc.gov.uk](http://www.buckscc.gov.uk)**

You will automatically be sent an email, confirming 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.**

Either way, we ask you to provide us with evidence of where you live when you complete your application. See the Guide for a list of documents that you can choose from.

If you apply online, you will be able to know which school we have offered your child a day early. You can log on to your account on 1 March 2017 and check which school has been offered. You will also get this information in an email.

If you apply with a paper form, we will post you a letter on 1 March 2017.

## School Transport

The Council provides free school transport to secondary school pupils of statutory school age (Years 7 – 11) who a) attend their nearest school (as measured by road) and b) live over the statutory walking distance of 3 miles. If you express a preference for a school that is not your nearest and place it above your nearest school on your application (or omit your nearest school) and your child is allocated your preferred school, you will not be entitled to free transport. Also, if we offer you a non-preference school and you have not expressed a preference for your nearest school we will not provide free transport. At secondary age, 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 your child has a sibling who is already attending your preference school, AND is already on free school transport, please do not assume that your secondary transfer child would also be entitled to free school transport.



See if your child would be entitled to free transport by visiting [http://www.buckscc.gov.uk/bcc/schools/free\\_school\\_transport.page](http://www.buckscc.gov.uk/bcc/schools/free_school_transport.page)

If you know your child is not entitled to free transport you may wish to consider paid-for transport – spare seats are sold on existing school transport (also available to sixth form pupils). Please visit <http://www.buckscc.gov.uk/education/schools/school-transport/>

Please ensure you are familiar with the full School Transport Policy before making your application. Consider how your child will get to school if not entitled to free school transport. This policy summary is based on legislation and council policy for statutory school age children and this may change in the future. The County Council will be consulting on a revised policy in June 2016 and this is likely to impact on transport eligibility for children starting secondary school in September 2017. It is anticipated that the outcome of the consultation will be determined prior to parents making their secondary school application.



## Timeline – What happens when?

This is a very brief timeline to give you some of the important dates that you need to know about if you are a Buckinghamshire resident.

<b>From June to Oct 2016</b>	Visit Buckinghamshire schools' Open Events – a list is available on our website.
<b>6 Sept 2016</b>	Make your application online at <b>www.bucksc.gov.uk</b> from this date.
<b>13 Sept 2016</b>	Children take the Preparation Test.
<b>15 Sept 2016</b>	Children take the Transfer Test.
<b>14 Oct 2016</b>	Transfer Test results are released.
<b>20 Oct 2016</b>	We recommend that you have applied online or sent in your paper form by this date to make sure you receive acknowledgement of receipt in good time.
<b>31 Oct 2016 - 3pm</b>	The application deadline.
<b>1 Mar 2017</b>	Secondary school places are offered. Parents who applied online will receive an email and can also log on to check which school has been offered. Offer letters are posted where necessary.

## More important information

The Guide not only covers all of 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
- The options available if your child does not qualify for grammar school or if we cannot offer the school you would like
- Information about Induction Day in July 2017, when children spend the day at their new secondary school

## What you can find on our website

**www.bucksc.gov.uk/schooladmission**

Our complete **Moving up to Secondary School Guide** for you to download and keep.

A **Catchment Area Checker** (enter your postcode to check the catchment schools for your address).

A **Nearest Upper and Grammar Schools Checker** (enter your postcode to check which is your nearest secondary school). This is relevant to the School Transport policy and may influence your secondary school preferences and their order.

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 in the Guide, you can contact us in one of the following ways –

**Email** [admissions@buckscc.gov.uk](mailto:admissions@buckscc.gov.uk)

**Contact Us Form** [www.buckscc.gov.uk/admissions-contact-form](http://www.buckscc.gov.uk/admissions-contact-form)

### Office hours

9am – 5.30pm Monday to Thursday

9am – 5pm Friday

### Write

Admissions & Transport Team  
Children's Social Care & Learning  
County Hall  
Aylesbury  
HP20 1UZ

### Further help

**If you are visually impaired, please contact us on 01296 383250 to ask for this leaflet in an alternative format.**