

Dear Parent(s)/Guardian(s):

Transfer to Secondary Education 2021

Make an application

- If you have a child currently in year 6 you will need to apply for a place in a secondary school this autumn.
- Applications open on **Monday 28 September 2020**. The closing date for applications is Monday 23 November 2020. Applications received after this date will be considered after all the on time applications have been assessed. Many schools fill up in this first round of allocations so it greatly increases your chance of being allocated one of your preferences if you apply on time.
- We'll allocate the highest preference that we can. Some schools will be oversubscribed in which case we will use the published oversubscription criteria to allocate places up to the number of places available at that school. If you fall outside this number we will look at your next preference. Therefore it is important to express as many preferences as you can (up to the maximum of 5) as you may be able to secure a school in the first round that will not be available in subsequent rounds. **We strongly recommend that you apply for 5 different preferences.**
- Whilst living in a catchment area can help your child's chances of receiving an offer of a place at the school even if applied for, there is no guarantee this will be possible. You can check your catchment area Community Schools for your address at www.cardiff.gov.uk/onlinemaps
- Be sure to answer all the questions in the application process fully. These answers (such as details of older siblings) can influence your eligibility for a school place. **If you don't tell us we don't know.**
- **Cardiff community schools do not operate a feeder system.** Attendance at particular primary has no bearing on how likely we are to be able to offer a particular secondary school. This may not be the case for our co-ordinated admissions partner schools (see below) please check their oversubscription criteria as they differ from the Council's.
- Whitchurch High (Foundation) School, Corpus Christi RC High School and St Teilo's CW High School are part of our co-ordinated admissions scheme. **If you apply for Corpus Christi RC High School or St Teilo's CW High School you must also complete a supplementary form** which is available from the school or it will not be possible to accept your application.

Please note: The Bishop of Llandaff CW High School, Mary Immaculate RC High School or St Illtyd's RC High School are not part of this scheme. If you would your child to attend any of these school will need to apply directly to the school.

- You can make changes to your application up to the closing date, but if you do **be sure to press 'Submit'** on the final page when you are happy with your application. Applications left unsubmitted at the point the system closes cannot be accepted.
- If your child is the subject of a statement of special educational needs or is undergoing a formal assessment you are still required to submit an application for your preferred school places. You will be notified of your child's proposed school place by the Achievement and Inclusion Service as soon as possible.
- If you would like support with your application assistance is available at Council Hubs or via your Primary School. You can find the locations and opening hours of the hubs at www.cardiff.gov.uk/hubs

What happens next?

- You will receive the outcome of your application on Monday 1 March 2021. If we are able to make you an offer you will be asked to accept the offer or inform us of any alternative you have arranged. Please complete this response by Monday 15 March 2021. Any places that are vacated at this stage will be reallocated in subsequent rounds.
- If you secure a place at a school that is oversubscribed your place may have been offered to you on the basis of your address. You must tell us if you move between receiving your offer and the beginning of term in September 2021. Conversely if we are unable to offer you a place and you move before September 2021 your new address may change your position on the waiting list.

More information can be found in the 'School admissions booklet 2021.22' which is available at www.cardiff.gov.uk/schooladmissions

Yours sincerely,

School Admissions Team.