

Secondary transfer introduction

Choosing a secondary school is a big decision for you and your child.

Last year, some applicants were not offered one of their preferred schools, so it is extremely important to research your school options before submitting an application.

Information about how places will be allocated can be found on Brent's [website](#)

At any point in the process you can contact the Admissions Team for advice

Common Myths

I will receive an offer at my nearest school.

Children in my road go to the school so my child will too.

I have a better chance of an offer at the schools I place highest on the common application form.

If I list only one school I will get a place there

I have overwhelming medical or social reasons for my choice of school and will therefore get a place.

I can only apply for Brent schools

Before you make your application

Are your preferences realistic ? Consider how likely it is that your child will be offered a place at your preferred schools.	Read the admissions criteria for each school and look to see which criteria apply to your child. The admissions criteria for Brent schools are listed brochure
Do you live close enough to get a place? Find out your home to school distance. Compare with cut-off distances from last year.	Find the distance to your preferred schools using the Direct Gov schools finder (www.gov.uk/schoolperformance-tables)
Visit schools	Open event details for Brent schools are available in the booklet
Read Ofsted reports	You can view reports at www.ofsted.gov.uk Brent has many 'Good' and 'Outstanding' schools.
How will your child travel to school?	A long journey to school on public transport may not be the best choice for a child.
Talk to your child and other parents	Remember that the right school for your friend's child may not be the right school for your child. Don't judge a school based on what others say – visit the school and see for yourself.

Admissions criteria

- Looked after children
- Siblings
- Feeder primary schools - Queens Park - PF is a partner primary school
- Special medical or social needs
- Proximity to the school
- Specialisms - Capital City (performing arts, sports)
- Religious practice - Twyford

Supplementary information forms

Some schools require an additional or Supplementary Information Form (SIF) to be completed in addition to the normal application

SIFS can be obtained directly from the school or downloaded from the website

Twyford

Our Admissions process is available on our website here:
[https://twyford.org.uk/attending-our-school/admissions.](https://twyford.org.uk/attending-our-school/admissions)

[Example of SIF](#)

Overview of the Process

- If your child was born between 1 September 2011 to 31 August 2013 they should be applying for a school place for September 2024. The application *must* be submitted by **31 October 2023**.
- You can name up to **6** schools and can apply for schools that are in other boroughs.
- All preferences are treated *equally*. This means that wherever you place a particular school it will be treated the same way as any other applicant for that school. The details regarding where you ranked the preference are *not* shared with the school.
- Your preferences should reflect the schools you most wish your child to receive a place at.

Key Dates

1 September 2023

You will be able to apply online at <https://www.eadmissions.org.uk/>
The Brent [applying for secondary school guide](#) is key

31 October 2023

Closing date for applications

If you are applying online, you will have up until 11.59pm on 31 October to submit your application.

If you are applying on a paper form you will need to ensure your application is received by the Admissions Team by 5pm on the closing date.

1 March 2024

National offer day

The Admissions Team will write to you advising you of the outcome of your application. Letters will be sent by first class mail.

Online applicants will be notified by email

Key Dates

15 March 2024

Deadline for successful applicants to accept or decline their school offer.

29 March 2024 onwards

Waiting list positions for schools held by the Admissions Team will be available. Further offers will be made as result of withdrawals and late applications for schools with vacancies from this date.

May 2024

To ensure appeals are heard by the end of the summer term, appeals managed by the Admissions Team must be lodged by this date. You will need to check with voluntary aided schools, Academies and Free Schools as deadline dates may vary.

June/July 2024

Appeals managed by the Admissions Team are heard by an independent panel. Voluntary aided, Academies and Free Schools will also arrange for appeals to be heard before the end of term.

The online application process

- The web address is www.eadmissions.org.uk

First time visitors

Create a new account.



[Register](#)

Returning visitors

Sign into an existing account.



[Sign in](#)

Find schools

In your area.



[Find](#)

Important information

Apply here for a school place for the year starting September 2022. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)

In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)
- A University Technical College (Year 10)

This website is funded and supported by 33 London authorities and Surrey County Council.

Advantages of the on-line application process

- ✓ It is quick and easy to do.
- ✓ You can log back on to change or delete preferences up until 11.59pm on the closing date (ensure you resubmit your application if making changes).
- ✓ You are able to attach additional documents.
- ✓ You can register your mobile phone number to receive reminder alerts.
- ✓ You will automatically receive a confirmation email once you submit your application.
- ✓ During the evening of 1 March you will receive an email informing you that your outcome is available. Please wait until you have received the email before logging onto the Pan-London eAdmissions website.
- ✓ You will be able to accept or decline an offer of a school place online.

Your child's address

- The address used must be the **child's permanent home address on 31 October 2023**.
- Do not list an address of a relative or someone who provides temporary care for your child, a business address, a childminder's address or any address other than the child's permanent home address.
- If the family own a property but are living at and apply from a different address, the council will assume that the second address is temporary and that the property that you own is where the child ordinarily lives.

Proof of address

- Brent does not require proof of address to be sent in with your application.
- Please supply your council tax reference number on the application (e.g. from your bill). If you don't pay council tax directly, please leave this question blank.

Children living at two addresses

- An application can only be processed from one address.
- The application should include the address the child normally lives at for the majority of the school week.

Post-offer process

- If you applied online, you will receive notification of the outcome of your application during the evening of **1 March 2024**.
- You will be required to accept within 14 days by the **15 March 2024**. Online applicants can quickly complete this at www.eadmissions.org.uk. Paper applicants will need to return the reply slip in the post.
- You can stay on the waiting list for any higher preference schools that you have not been offered. You also have a right to an independent appeal.
- If you are not offered a preferred school you will receive an alternative offer, typically the closest school with availability. You will also receive details of local schools that may still have availability and will be invited to make further preferences if you are unhappy with the school that has been offered. This must be done via the Local Authority where you reside.
- The national offer date is *not* the end of the process. Further offers will go out from **29 March 2024** onwards. Places will become available between March and September and applicants will be contacted and offered places as and when they arise.

Appeals

- You are entitled to appeal for a school place at any school that you have been unsuccessful in obtaining a place at.
- Appeals will be heard May to July (depending on the school), by an independent panel and the school is required to comply with the decision of the panel.
- Be realistic about your chances of securing a place via the appeal process. The appeal breakdown from last year is provided below:

Useful links

Brent School admissions

www.eadmissions.org.uk/ here you can log in and start your application