

6th September 2021

Dear Parents

Secondary School Transfer 2021

We cannot stress enough the importance of completing forms, with the evidence required, by the closing date.

The procedure for Secondary Transfer begins this term. If you are applying for a **church school** you **MUST** complete **TWO** application forms:

1. The Greenwich Common Application Form which is the Council form and must be returned to the Council by 31st October 2021 – you can complete this form online (www.eadmissions.org.uk) or, only if absolutely necessary, on paper (paper forms available to download from www.royalgreenwich.gov.uk/admissions).
2. The Supplementary Form available from the church school. You can get this form from the church school you are applying for, or download from the Greenwich website www.royalgreenwich.gov.uk. Failure to do so will result in your application not being considered for your chosen church school.

The Procedure:

- Check the Royal Greenwich website for information with regards to each school's open day
[N.B. For Schools outside Greenwich e.g. St Catherine's, St Columba's, St. Matthews - contact the school itself for the open day details].
- With your child, visit the schools you are interested in.
- **If it is a Church School (Catholic or C of E) collect their SUPPLEMENTARY FORM from them** (*note the date for it's return*) or download from the Greenwich website www.greenwich.gov.uk.

The Common Application Form:

- **A COMMON APPLICATION FORM** must be completed and by the closing date (31st October 2021). You can complete this form online (www.eadmissions.org.uk) or, if absolutely necessary, on paper (paper forms available to download from www.royalgreenwich.gov.uk.)

You can name up to six schools, putting your favourite first.

You need to provide proof of address if you are not liable for Council Tax or have recently moved

[N.B. If you live in/pay your Council Tax to another borough (e.g. Bexley) you need to make your application through that borough, even if you would like to apply for a place in Royal Greenwich.]

(Contd./...)

The Supplementary Form:

- **A SUPPLEMENTARY FORM MUST BE SUBMITTED TO EACH CHURCH SCHOOL YOU ARE APPLYING FOR**, which you should collect when you visit each school. Alternatively, you can complete the church school's form online at www.royalgreenwich.gov.uk

You will have to ask your Priest to complete a section on each of these forms (If you attend St.Peter's Church, Fr. Michael will do this on Monday evenings at his Parish Surgery).

You will have to send a copy of the Baptismal Certificate with this form.

N.B. YOU MUST RETURN THESE FORMS BY THE CLOSING DATE TO THE SECONDARY SCHOOL - IF NOT YOUR CHILD GOES TO THE VERY END OF THE APPLICATION LIST!!

You should keep copies of all the forms you send.

After the Closing Date:

- **In Church Schools** each School's Governing Body will use your Supplementary Form to place your child, amongst others, in a 'rank order' according to the school's criteria. They send this 'rank order' list to the Local Authority.

The Local Authority will refer to:

- a) the above 'rank order' (*Church schools only*)
- b) your list of preferences (up to six) on the Common Application Form you sent them.

They will then offer your child a place in writing, posted to you, first class, on 1st March 2022.

You must accept the place by the Council's date (given in the 'Offer Letter') or it will be withdrawn.

Yours sincerely

Miss Du Bruyn
Headteacher

In Summary:

To apply for a place at a Catholic secondary school you **MUST** complete both Royal Greenwich's application form, and the Catholic secondary school's own application form.

Your child will NOT be considered for a place without both applications.

Please check the Catholic secondary school's website for their admissions procedure.