



Gordonbrock School

SECONDARY TRANSFER INFORMATION

September 2022

APPLY ONLINE

Applying online is secure, fast and convenient.

Register at www.eadmissions.org.uk

This takes a few minutes & can be done anytime from **Wednesday
1st September 2022 to Sunday 31st October 2022**

(We recommend you submit your form by 21.10.22)

No paper applications will be accepted- if you need help with your online application please contact the school office.

VISITING SECONDARY SCHOOLS

All secondary schools are planning to run open days and evenings.

Individual schools will publish more information regarding dates and times for planned open events on their websites.

You may need to book a place, so it is important to check the school websites and/or contact the school directly.

TIMETABLE

Secondary schools open for visits	Sep to Oct 2022 <i>Check individual school websites for more information.</i>
Closing date for applications	Monday 31st October 2022 <i>We recommend that forms are submitted before Friday 21st October 2022 - Friday before half- term.</i>
Results of applications	Wednesday 1st March 2023 <i>Applicants will receive an email after 5pm.</i>
Deadline for accepting offers	Wednesday 15th March 2023

WHAT TO DO IF THIS IS THE FIRST TIME YOU ARE APPLYING ONLINE USING E-ADMISSIONS

- ▶ If this is the first time you are using the eAdmissions website, you must register to apply online. You will need an email address to register.
- ▶ It is important that you register well before the deadline, in case there are any problems making your application. The closing date is 31st October 2022 for secondary school applications.
- ▶ Once you have registered on the site, eAdmissions will send you an email with your username and instructions to follow. Follow the instructions and you will be sent a second email with your password.
- ▶ Please keep these safe as you will need them to login and apply for any other children you have, and to see the outcome of your application.
- ▶ If you have already created an eAdmissions account to make your child's primary school application you will need to use the same login details to make your child's secondary school application.

STEP 1: LOGIN & ENTER YOUR CHILD'S DETAILS

The screenshot shows a web browser window with the URL <https://www.eadmissions.org.uk/eAdmissions/appjsessionid=D034F187430D3F586C24287F066F8A2A?component=newChildLink&page=UserHome&service=direct&session=T>. The page title is "Child Details". On the left, there is a navigation menu with the following items: "Edit your details", "User login", "Find your nearest school", "Local Authority details", and "eAdmissions tutorials". The main content area is titled "Enter Child's Details" and contains the following fields and options:

- First name**: Text input field.
- Middle name**: Text input field.
- Last name**: Text input field.
- Date of Birth (DD/MM/YYYY)**: Date picker showing 01/01/1990. A red error message below reads "Not valid for current admissions round".
- Gender**: Radio buttons for "Boy" and "Girl".
- Use your home address**: Checkmark is selected.
- Council Tax Account Number for Child's home address**: Text input field.
- Relationship to child**: Dropdown menu with "Select a relationship" selected.
- Do you have parental responsibility**: Radio buttons for "Yes" and "No".
- Is your child a twin or triplet etc (multiple birth)**: Radio buttons for "Yes" and "No".
- Tick if child is or has previously been in care of a local authority**: Checkmark is selected, with a dropdown menu showing "Child not in care".
- Tick if child has a statement of special educational needs**: Checkmark is selected.
- Child's current school/nursery**: Dropdown menu with "Select a Local Authority" selected.
- Select an option relating to your child's current school/nursery status**: Radio buttons for "At school/nursery", "Not currently attending school/nursery", "Educated at home", "Educated abroad", and "School/nursery not listed".
- Enter school/nursery and postcode/country if not listed above**: Text input field.
- Optional - Second contact first name**: Text input field.
- Optional - Second contact**: Text input field.

The Windows taskbar at the bottom shows the system tray with the time 08:52 and date 06/09/2014.

STEP 2: ADD YOUR SCHOOL PREFERENCES

This system allows you to apply for any maintained schools in the 33 London Authorities and Surrey County Council.

For each school you select, you will be required to confirm the following information:

- ▶ Sibling (brother or sister)
- ▶ Exceptional medical reason
- ▶ Exceptional social reason

Add your school preferences (up to a maximum of 6)

Please ensure you have read the admissions policy for each school you have selected.

Please do not log out before you have selected the 'Save and continue' button at the bottom of the page, otherwise your school preferences will not be saved.

Apply for schools

Select a Local Authority from the drop down list.

Lewisham

Select a school

Add this school [Help](#)

Add a school using...

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STEP 3: CHECK AND SUBMIT APPLICATION

- ▶ Check all of the details entered are correct on your application form before you submit it.
- ▶ Read and tick the box to accept the declaration.
- ▶ Finally submit your application select the '**Submit application**' button at the bottom of the page.
- ▶ This takes you to the '**Confirmation**' page, where you will be given your '**Application reference number**' as well as any Local Authority specific information or supplementary information requirements.
- ▶ You will receive an email confirmation. **Keep this email safe.**

SELECTION CRITERIA

Check for each school you are interested in. Below is the criteria from the admissions policy for community schools:

Priority is given to:

- Children in public care
- Children with a statement of special needs or EHCP
- Children who have **exceptional** circumstances (severe medical or social need – but evidence is required)
- Siblings
- Nearness to school on distances measured in a straight line from home to school

Some schools have additional criteria and supplementary application forms to complete please check each school's website to ensure you fully understand their admissions criteria

PROCESS

- ▶ Each of your 6 schools receives your application – **but** they will not know your ranking.
- ▶ Each of the 6 schools applies their admission criteria to your child's application.
- ▶ Each of the 6 schools does / does not make an offer to your child and then sends their decision to the LA.
- ▶ If more than one school has made an offer the LA looks at your preference list and the LA offers your child the school which is the highest ranked of your preferences.
- ▶ If your child is not offered your highest ranked preference they will be placed on the waiting list for the schools that were ranked higher. For example: if your child is offered your 3rd preference, they will be placed on the waiting list for your 2nd and 1st preference.

MAKING YOUR CHOICE:

- ▶ You can apply to up to six schools, you don't have to but it is highly recommended that you do.
- ▶ Please make sure you apply to your **nearest** community school somewhere in your list. Lewisham website has a helpful interactive map which shows the secondary schools in the borough and the distance of places offered last year to secondary schools under the home-to-school distance admissions criterion. You can access the map via the following link: **<https://lewisham.gov.uk/myservices/education/schools/school-admission/applying-to-start-secondary-school/school-admission-distance-map>**
- ▶ The order matters, because if you meet the criteria for more than one school, you will be offered the top one on your list.
- ▶ Schools don't know what order you've chosen.
- ▶ If you live in a borough other than Lewisham, you can apply to Lewisham schools. If you live in Lewisham you can include schools in other boroughs, but you must check their admissions criteria.
- ▶ Some children do not get offered a place at one of their preferred schools. If that is the case, you will be offered a place at a school with a vacancy.
- ▶ You do have the right of appeal, but not many appeals are upheld.
- ▶ The admissions criteria are adhered to rigidly. Don't let your determination to get your child into a particular school put your child through months of uncertainty.

FINDING OUT ABOUT SCHOOLS

- ▶ Read up on the schools – prospectus, website, data.
- ▶ It's not just the results. Try to find out what value a school adds.
- ▶ Look at school websites to see how they are providing information for prospective parents e.g. virtual tours of the school.
- ▶ Think about how far you might be asking your child to travel on a cold, dark morning when you make your choices.
- ▶ You might be aiming high, but don't be over ambitious and don't stretch your child too far.
- ▶ Think about **your** child – their aptitudes, friendships, personality – and a school that is right for them.

Y6 SECONDARY SCHOOLS where Gordonbrock pupils were placed 2022/2023

Conisborough College	1	Prendergast School	24
Dartford Grammar	1	Prendergast Vale	5
Deptford Green School	5	Sedgehill Academy	3
Forest Hill	1	St Dunstan's College	1
Haberdashers' Hatcham College	1	St Matthew Academy	1
Harris Boys' Academy East Dulwich	1	Sydenham School	1
Kingsdale Foundation School	2	Trinity Lewisham CE School	1
Prendergast Ladywell School	27		

HELP!

▶ Email Alerts

- ❑ Sign up to receive email alerts by visiting: www.lewisham.gov.uk/secondaryschoolssignup

▶ Useful Documents

- ❑ Bright Futures: Applying to Start Secondary School this Autumn: <https://www.gordonbrock.lewisham.sch.uk/wp-content/uploads/2022/09/Bright-Futures-2023-1.pdf>
- ❑ eAdmissions: How To Apply: <https://www.gordonbrock.lewisham.sch.uk/wp-content/uploads/2022/09/eadmissions-how-to-apply-online.pdf>

▶ Useful Websites

- ❑ Lewisham Council Website: <https://lewisham.gov.uk/myserives/education/schools/school-admission/applying-to-start-secondary-school>

▶ Secondary School Admissions and Appeals

- ❑ 0208 314 8282
- ❑ Email: secondaryadmissions@lewisham.gov.uk

Please contact the school office 020 8690 0704 if you would like to speak to someone about the secondary transfer process.