

Letter to Primary Heads and Primary Offices

08/09/2022

**\*\*IMPORTANT INFORMATION\*\* Transfer to Secondary School in September 2023**

Dear All

Welcome back, I hope you all enjoyed the summer break.

Please find enclosed information regarding the Secondary Transfer 2023 process, as follows:

Information for circulation to parents of Year 6 pupils

* **Year 6 Leaflet –** Information on the secondary transfer application process
* **Secondary Transfer 2023 covering letter**
* **Online eAdmissions Leaflet** – step-by-step guidance on how to apply
* **Open Evenings Schedule** for Barnet secondary schools (parents should be advised to check individual school websites for last minute changes)

Information for schools

* **Secondary Transfer timetable**
* **School Users Guide -** (London Grid for Learning (LGFL)’s PAN London / eAdmissions support site for primary schools to track their pupils’ applications and outcomes)
* **LGFL Account Request Form** (for access to the PAN London / eAdmissions support site)
* Please also visit our [website](https://www.barnet.gov.uk/schools-and-education/school-admissions/) where you can view / download a copy of our [Primary](https://www.barnet.gov.uk/sites/default/files/2022-09/Barnet%20-%20Guide%20to%20Primary%202023%20FINAL.pdf) and [Secondary](https://www.barnet.gov.uk/sites/default/files/2022-09/Barnet%20-%20Guide%20to%20Secondary%202023%20FINAL.pdf) 2023 Admissions Guides

The online application system is now open at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) . All parents **must** apply online and may find the enclosed step-by-step guidance helpful.  We hope that schools will be able to support parents who need help with their applications. Alternatively, parents can call the School Admissions Customer Services Team on 020 8359 7651, for support and guidance.

Parents of Year 6 pupils who have an Education, Health and Care Plan (EHCP) will receive a letter from their home Local Authority’s Special Educational Needs and Disability (SEND) Team setting out the SEND secondary phase transfer process. Barnet’s SEND children will be allocated a school place in February 2023. If their parents have not received a letter, or require further information, they should contact our SEND Team by email: [SENadmin@barnet.gov.uk](mailto:SENadmin@barnet.gov.uk).

The deadline for ‘on-time’ applications is **31 October 2022**. Late applications will be considered after places have first been allocated to all applicants who applied on time, and late applicants will not receive an offer on Secondary National Offer Day 2023.  However, if there is an exceptional reason as to why the parent was unable to submit their application by 31 October, for example the serious illness of a close relative or if the family moved to the area after the closing date, they should contact their home Local Authority by 9 December 2022 and explain the reasons for missing the deadline.  If the Local Authority accepts the reasons for a late application, it may be given on-time priority.  All applications from Barnet residents received after the 9 December 2022 will be treated as ‘late’, even where the Local Authority accepts that there are exceptional reasons for the late application.

Each primary school should have access to the London Grid for Learning (LGFL) eAdmissions / PAN London support site. School users can login to the site, track applications for children on roll in Year 6 and identify missing applications. If your school does not have access to the site, please complete and return to enclosed LGFL Account Request Form.

Yours faithfully

Ferzana Arif

Admissions Team Manager & School Place Planner