

Direct dial: 023 8083 3004
School.admissions@southampton.gov.uk

Dear Parent/Carer

Re: Transfer to Secondary School September 2023

It is time for you to make an application for your child to start secondary school in September 2023, if you have not already done so.

The online portal opens for applications for secondary school places for September 2023 on 5th September 2022 and closes **on Monday 31st October 2022 at 23:59.**

If you do not apply within this window, your application will be late, and you may miss out on getting a school of your preference.

To make an application, please go to the Southampton City Council website and follow instructions for making a school application on the Citizen's Portal. You may be asked for unique identifier for your child, you do not need this number to apply as it only inputs your child's name and date of birth on the application.

You will be able to express three preferences on your application. Please make use of all three to give you a better chance of securing a school that you are happy with. You can look at, or change your application any time up to the closing date.

All schools have different admissions policies, so we strongly advise that you read these before applying. All policies can be found on the Southampton City Council website. Some schools, such as St Anne's Catholic School, Saint George Voluntarily Aided Catholic College and St Mark's CE VC All-Through School require you to complete a Supplementary Information Form (SIF) if you are applying under faith criteria.

You will receive an email confirming the schools you have applied for once you have successfully submitted your application. **If you do not receive an email confirming your preferred schools, then you have not made an application.** You should go back into your application and check you have clicked the SUBMIT button.

Please turn page over



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Could you give a child a brighter future? More foster carers are urgently needed in Southampton who can make a positive difference to a child's life by providing stable and caring homes. Find out more at www.southampton.gov.uk/fostering or ring 08005191818.

If you do not have internet access, free internet access is available at public libraries or the Council's Gateway. You may be able to receive assistance from your child's current school.

Frequently Asked Questions

When will I find out which school I have been offered?

National Offer Day for on-time secondary school applications is 1st March 2023.

What happens if I don't apply on time?

If you do not apply by October 31st 2022, your application will be late and will not be processed until all on-time applicants have had offers. This could mean that your preferred schools are already full before your application is processed and you might miss out on securing a school of your preference.

Am I guaranteed a school of my preference?

No. If a school of your preference oversubscribes (meaning that it has more applications than it has spaces), all applications will be ranked in the criteria given in its policy. It may be that you are unable to secure a preferred school as a result of this. Using all three of your preferences increases your chance of securing a school you are happy with, but there is no guarantee that you will secure a school of your preference.

What happens if I am not offered any of my preference schools?

If you are unable to secure a school of your preference due to the school oversubscribing, you will be offered a place at the nearest school with places still available.

What happens if I move house?

We can accept changes of address for on-time applications until 14th November 2022, if proof of address is provided. Any changes beyond this date cannot be processed until after the national offer day of 1st March 2023.

What should I include in my application?

Please take a look at each of your preferred schools' admissions policies to know what criteria they can consider when processing applications. Please be aware that no school can factor in matters such as childcare or family circumstances for the sake of objectivity. While some schools will consider a child's medical needs, this must be supported by evidence from a doctor that explains why only the preferred school can meet a child's needs.

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SCHOOL ADMISSIONS
Southampton City Council
Civic Centre
Southampton
SO14 7LY



St Anne's Catholic School, Saint George Voluntary Aided Catholic College and St Mark's Church of England School all admit pupils under faith criteria. Please refer to their policies for full details. A supplementary information form (SIF) should be completed by parents applying under faith criteria.

Bitterne Park School admit up to 10% of their intake for aptitude in the Performing Arts. St Anne's Catholic School admit up to 10% of their intake for aptitude in Music. Please see the schools' websites for further details on how to have your child considered under this criterion.

If you have any questions regarding your application, please refer to the website in the first instance or phone the call centre who will be able to assist with your query. Contact details can be found at the top of this letter.

Yours faithfully

Zoe Snow
Admissions and School Place Planning Manager



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