

# Moving On 2016

A guide for parents and carers of children applying to **secondary and upper schools for 2016-17**

**This leaflet explains how to apply for a secondary school place for children born between 1 September 2004 and 31 August 2005, and upper schools for children born between 1 September 2002 and 31 August 2003.**

All of the information you need is available on our website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

The website includes an interactive copy of the Moving On booklet and a school directory providing information about secondary and upper schools in Hertfordshire.

You should visit the website to view the admissions booklet and apply online because:

- It is quick, easy to use and secure
- You will receive immediate confirmation that your application has been received and you can view it at any time.
- You can change your application at any time up to the closing date.
- You can accept the school place offered online.

If you do not have internet access at home you can apply online from any Hertfordshire library.

Apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

The closing date for applications is 31 October 2015.

## What happens when?

1 September 2015	Online application system opens
September and October	Secondary and upper schools hold their open events (Details available at <a href="http://www.hertsdirect.org/admissions">www.hertsdirect.org/admissions</a> )
<b>31 October 2015</b>	<b>Deadline for applications</b>
4 December 2015	Last date to: <ul style="list-style-type: none"><li>• Submit reasons for making a late application and for that application to be considered 'on time'.</li><li>• Notify us of a change of address and for that address to be taken into account for allocation day.</li></ul> <p><b>Please refer to the online admission pages or the Moving On booklet for more details about these processes.</b></p>
29 January 2016	Last date to make a late application to be considered for allocation day.
<b>1 March 2016</b>	<b>Allocation Day.</b> School places are offered.

Apply online at:

[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

Application deadline 31 October 2015



## How are places offered?

Hertfordshire County Council coordinates admissions to all maintained schools and academies in Hertfordshire. If you live in Hertfordshire your application for secondary or upper schools, including any schools outside Hertfordshire, should be made online.

Many schools have more applications than there are places available. When schools are oversubscribed a set of admission criteria (rules) are used by the school's admitting authority to decide which children should be offered places. Different schools

have different admission rules so it is important that you check the admission arrangements for all the schools you are interested in.

**The admission authority for foundation, voluntary aided schools and academies** is the school's governing body.

**The admission authority for community and voluntary controlled schools** is the local authority in which the school is located. The admission authority for Hertfordshire community schools is Hertfordshire County Council.

A summary of admission rules for all schools in Hertfordshire can be found in the online school directory. You need to read the full arrangements for the schools you are interested in to get the complete picture. Full details can be obtained at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) or from the schools direct.

Information about schools outside Hertfordshire can be found in the "Neighbouring Local Authorities" pages of the Moving On booklet.

## What do I have to do?

### 1. You should choose up to four schools and rank them in order of preference

To help you make this decision you can:

- Find schools in your area by looking at the school directory online
- You can also find schools which are close to your home address using the "Find Your Nearest School" facility at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
- Read the admission rules for schools you are interested in and consider whether your child would be offered a place.

- Arrange to visit schools. A leaflet giving dates of open events was distributed to all pupils in July 2015. It is also available online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
- Consider the home to school transport policy and whether your child will qualify for free transport to any of the schools you list on your application form.
- Consider other sources of information, e.g. the school prospectus or Ofsted reports.

### 2. You must make an application by 31 October 2015

- You should apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
- If you are applying to a foundation, voluntary aided school or academy, check the online directory or contact the school to see if you need to complete a supplementary information form (SIF). SIFs are used by some schools to obtain the additional information needed to apply their own admission rules correctly, for example faith schools may ask for evidence of religious attendance or faith membership.

Apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

# What happens next?

## 3. We will offer your child a school place on 1 March 2016

- Online applicants will receive an allocation email on 1 March 2016. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system on Hertsdirect.
- Online applicants will be able to view their school offer online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) after allocation emails have been sent, on the evening of 1 March 2016.
- Parents/carers will **only** be sent an allocation letter by first-class post on 1 March if they applied on a paper form.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

If your child did not qualify for any of the schools you ranked, we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire.

## 4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) and in the "What Can You Do Now?" leaflet.

## Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form. The county council's full home to school transport policy and other guidance on home school

transport is available at [www.hertsdirect.org/schooltransport](http://www.hertsdirect.org/schooltransport)

## School travel website

A Hertfordshire school travel website providing information on home to school journeys is available for parents. Using the Journey Planner you can plan a journey from your home to/from a selected Hertfordshire school, or schools in neighbouring authorities. You are offered four travel options – public transport; walking; cycling; driving. Visit the travel website at [www.hertsdirect.org/schooltravel](http://www.hertsdirect.org/schooltravel)

Information about public bus routes which may run to schools is available at [www.intalink.org.uk](http://www.intalink.org.uk)

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

# Where can I get more help and information?

## Customer Service Centre

- @ [hertsdirect@hertfordshire.gov.uk](mailto:hertsdirect@hertfordshire.gov.uk)
- 🌐 [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
- ☎ 0300 123 4043

If you do not have internet access you can request a copy of the Moving On booklet, a local school directory and a paper application form by calling the Customer Service Centre. The advisers have information on many subjects. They can also refer you to the Admissions and Transport officers who have detailed local knowledge.

## Opening hours:

8am to 8pm Monday to Friday  
9am to 4pm on Saturdays

## Admissions and Transport Team

- @ [hertsdirect@hertfordshire.gov.uk](mailto:hertsdirect@hertfordshire.gov.uk)
- 🌐 [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

CHR 102, County Hall,  
Pegs Lane, Hertford  
Hertfordshire, SG13 8DF

Detailed information on all secondary and upper schools in Hertfordshire is available in the school directory at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

Apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

## If you need help to understand this information, please call 0300 123 4043.

An interpreting service is available for those who need it.

### Arabic

تخبرك هذه النشرة كيفية التقدم للمدارس الثانوية أو المدارس العليا أو المدارس العملية التطبيقية أو المدن الجامعية في هيرتفوردشاير لشهر سبتمبر 2016. الموعد النهائي للتقدم هو 31 أكتوبر 2015

إن كنت في حاجة للمساعدة كي تفهم هذه المعلومات، برجاء الاتصال بمركز خدمة العملاء على رقم 0300 123 4043. تتوافر خدمة الترجمة الفورية لمن يحتاجونها.

### Bengali

হাটফোর্ডশায়ারের কোল সেকেন্ডারি, আপার, স্টুডিও স্কুল বা ইউটিসিতে সেপ্টেম্বর 2016 এর জন্য কিভাবে আবেদন করতে হবে এই লিফলেট থেকে আপনি তা জানতে পারেন। 31 অক্টোবর 2015 আবেদন করার শেষ তারিখ।

এই তথ্য বুঝতে আপনার সাহায্য প্রয়োজন হলে অনুগ্রহ করে 0300 123 4043 নম্বরে গ্রাহক সেবা কেন্দ্রে যোগাযোগ করুন। যাদের প্রয়োজন তাদের জন্য অনুবাদ সেবার ব্যবস্থা রয়েছে।

### Cantonese

此宣傳單告訴您如何在赫特福德郡為2016年9月的 secondary, upper, studio school or UTC (初中、高中、工作室學校或UTC) 申請建造地方。該申請截止時間為2015年10月31日。

如果您需要幫助理解這個資訊，請聯繫客戶服務中心，電話：0300 123 4043。可為需要的人提供口譯服務。

### Italian

In questo dépliant si trovano le informazioni su come presentare domanda d'iscrizione in una secondary school (scuola media), upper school (scuola superiore), studio school (14-19 anni) o UTC ( University technical College- scuola media gestita da un Università) a Hertfordshire per l'anno scolastico che comincerà a Settembre 2016. La domanda deve essere presentata entro il 31 ottobre 2015.

Se avete bisogno di assistenza per comprendere quanto indicato, vi preghiamo di contattare il servizio di attenzione al cliente al 0300 123 4043. Un servizio di interpretariato è disponibile su richiesta.

### Polish

Niniejsza ulotka zawiera informacje na temat zasad składania wniosków o przyjęcie do szkoły średniej, wyższej, zawodowej lub technicznej w Hertfordshire od września 2016 roku. Termin składania wniosków mija 31 października 2015 r.

Jeżeli potrzebują Państwo dalszych informacji, prosimy o kontakt z biurem obsługi petentów pod numerem 0300 123 4043. Pomoc tłumacza ustnego dostępna jest dla osób wymagających takiej usługi.

### Portuguese

Este folheto explica como candidatar-se a uma vaga no ensino secundário, superior, UTC (Colégio Técnico Universitário) ou em uma escola-estúdio em Hertfordshire, com início em setembro de 2016. O prazo de inscrição é 31 de outubro de 2015.

Se precisar de ajuda para entender essa informação, por favor contacte o centro de atendimento ao cliente no telefone 0300 123 4043. Um serviço de interpretação encontra-se disponível para aqueles que dele necessitem.

### Punjabi

ਇਸ ਲੀਫਲੈਟ ਵਿੱਚ ਸਤੰਬਰ 2016 ਲਈ ਹਰਟਫੋਰਡਸ਼ਾਇਰ ਦੇ ਸੈਕੰਡਰੀ, ਅੱਪਰ, ਸਟੂਡੀਓ ਸਕੂਲ ਜਾਂ ਯੂਟੀਸੀ ਵਿੱਚ ਦਾਖਿਲਾ ਲੈਣ ਲਈ ਅਰਜੀ ਦਿੱਤ ਬਾਰੇ ਦੱਸਿਆ ਗਿਆ ਹੈ। ਅਰਜੀ ਭੇਜਣ ਦੀ ਅੰਤਿਮ ਤਾਰੀਖ 31 ਅਕਤੂਬਰ 2015 ਹੈ।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਸਮਝਣ ਲਈ ਦੁਬਾਰੀਏ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 0300 123 4043 ਤੇ ਗੁੱਬ ਸੇਵਾ ਕੇਂਦਰ ਤੇ ਸੰਪਰਕ ਕਰੋ। ਜਵੂਰਤਮੰਦਾਂ ਲਈ ਦੁਬਾਰੀਏ ਸੇਵਾ ਵੀ ਉਪਲਬਧ ਹੈ।

### Tamil

செப்டம்பர் 2016-க்கு Hertfordshire-ல் செகண்டரி, அப்பர், ஸ்டூடியோ ஸ்கூல் அல்லது UTC இடத்திற்கு எப்படி விண்ணப்பிப்பது என்பதை இந்த கையேடு உங்களுக்குச் சொல்கிறது. விண்ணப்பத்திற்கான காலக்கெடு 31 அக்டோபர் 2015.

இத்தகவலை புரிந்துகொள்வதில் உங்களுக்கு உதவி தேவைப்பட்டால், தயவுசெய்து வாடிக்கையாளர் சேவை மையத்தை 0300 123 4043 -ல்

தொடர்புகொள்ளுங்கள். தேவைப்படுபவர்களுக்கு மொழிபெயர்ப்புச் சேவை கிடைக்கின்றது.

### Turkish

Bu kitapçık, size Eylül 2016 için Hertfordshire'da nasil ortaokul (secondary), üst ortaokul (upper secondary), meslek okulu (studio school) veya teknik okul (UTC) başvurusu yapacağınızı anlatmaktadır. Başvuru için son tarih 31 Ekim 2015'tür.

Bu bilgileri anlamak konusunda yardıma ihtiyacınız varsa, lütfen 0300 123 4043 numaralı telefondan müşteri hizmetleri merkezi ile bağlantıya geçiniz. İhtiyaç duyanlar için tercümanlık hizmeti mevcuttur.

### Urdu

یہ پرچہ آپکو بتاتا ہے کہ ہارٹفورڈ شائر میں ستمبر 2016 کے لئے سیکنڈری، اپر، سٹوڈیو اسکول یا UTC میں داخلہ لینے کی درخواست کیسے دائر کریں۔ درخواست دینے کی آخری تاریخ 31 اکتوبر 2015 ہے۔

اگر آپکو یہ معلومات سمجھنے میں مدد کی ضرورت ہو تو برائے مہربانی کسٹمر سروس سینٹر کے اس نمبر پر رابطہ کریں 0300 123 4043۔ جن افراد کو ضرورت ہو انکے لئے مترجم کی سہولت بھی دستیاب ہے۔