



HENLEAZE JUNIOR SCHOOL

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Headteachers: Adam Barber and Jonathan Parr

14th September 2022

Transfer of pupils to Secondary School in September 2023

Information on the transfer from primary to secondary education is available on-line for parents/carers to view and download. www.bristol.gov.uk/schooladmissions

We encourage parents to attend secondary school Open Days/Evenings. Information about dates and times is available on-line at individual secondary schools' websites.

The preferred method of application is on-line and we would ask you to apply on-line where possible.

On-line is the preferred method of application because:

- The system helps applicants by checking for errors.
- There is no risk that applications will be lost in the post.
- It is quick and easy to do.
- Applicants will receive an immediate email confirming that their application has been received.
- Applicants will receive email notification of the outcome of their application.

If you cannot access the online form, we can arrange for you to use facilities in school. Contact the office if you would like to do this. Applications made in the Parents Portal must be made using the parent/carer's email address to enable the notification email to be issued on national offer day. Please let us know if you do not have an email address that you can access.

The national submission date for on-time applications for a Year 7 Secondary School place for Sept 2023 is **Midnight on 31st October 2022** and this is when the on-line system will close.

Paper applications received after this date and time will be treated as late applications and a school place will NOT be allocated in the first round of offers.

Children whose parents are unable to apply on-line

If parents are unable to apply on-line, paper application forms are available from [School Admissions](#) upon request or can be downloaded from our website. If you are unable to print off the form, please contact the office and we will provide you with a copy.



@HJSBristol



National offer day

All children for whom an application has been received will be made an offer of a school place. The statutory common date for all Local Authorities to notify parents/carers of the outcome of their application is 1st March 2023.

- If a parent applied on-line an email will be sent notifying the outcome of the application. School places can be accepted or declined on-line by following the instructions given.
- If a paper application was made, a letter will be sent on 1st March 2023 advising the outcome of the application.
- Parents who applied via the parent portal will receive a message on 1st March 2023 to log into their account to view the outcome of their application.

Children living outside the Bristol LA area

- Parents of children living outside Bristol City Council area **must** apply on their **Home LA** common application form (i.e. where they pay Council Tax). Bristol are unable to process any application made in error to them.

Children with an Education, Health and Care Plans

- The Annual Review of the child's Education, Health and Care Plan in Year 5 should provide enough information for a provisional decision to be made about the type of school which can best meet the child's needs at Secondary Transfer. Additionally, it may provide the name of the preferred secondary school.
- The Bristol SEND team will send a unique application form to each of these children. They should NOT apply on-line. The SEND Team will still need to check that the Secondary School understands and can meet the child's needs as set out in the Plan before a place can be offered.

Yours faithfully,

Adam Barber and Jonathan Parr
Co-Headteachers, Henleaze Junior School