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| Ref: **Secondary Transfer 2024/2025 (Letter 1)**  ID:  Parent/Carer | School Admissions Team  222 Upper St  Islington  London N1 1XR  Telephone: 020 7527 5515  Email: gabriella.di-sciullo@islington.gov.uk  [www.islington.gov.uk](https://www.islington.gov.uk/) |
| **Friday 01 September 2023** |  |

Dear Parent/Carer

Re: **SECONDARY TRANSFER 2024/25**

(Children born between **1 September 2012** and **31 August 2013**)

You can [apply now for a secondary school place](https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/apply-for-secondary-school-place) for your child who is due to transfer to secondary school in **September 2024**. The deadline for applying **is 31 October 2023**.

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| **YOU MUST APPLY EVEN IF YOUR CHILD HAS AN OLDER SIBLING AT THE SCHOOL.**  **THERE IS NO AUTOMATIC ENTRY FOR SIBLINGS.** |

**What to do:**

1. **Visit our webpage**: [Apply for a secondary school place](https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/apply-for-secondary-school-place) and follow our narrated **Secondary Transfer Presentation 2024.** The presentation provides a step-by-step guide on how to apply for a year 7 place.
2. **Read our** **Secondary School Admissions guide:** You will find the brochure in the‘Useful documents’ section on the ‘[Apply for a secondary school place](https://www.islington.gov.uk/children-and-families/schools/apply-for-a-school-place/apply-for-secondary-school-place)’ webpage. The brochure includes lots of useful information to help you make an informed choice about which schools to apply for.
3. **Attend Open Days, Evenings and Tours**: We strongly advise you to visit a range of schools to get a feel of what would suit your child best. Visiting dates and links to school websites are included in each school’s fact-file and in the **Key Dates** section of our online admissions brochure.
4. **Test dates**: Check whether your child needs to sit a banding test or an aptitude test. For Islington schools this information is listed in the fact-file and Key Dates section.
5. **Consider the admission criteria**: The admission criteria are the rules used for allocating school places. For example, the **sibling criterion** allows children with a sibling at an Islington community school to be offered places before other children who live near the school. Check the **Table of School Places** in our Secondary School Admissions brochure to find out how many children were admitted under each admission criterion – this can help you decide whether to apply for that school.
6. **Check the ‘cut-off’ distance**: The ‘cut-off’ distance is the home to school measurement of the **last pupil** admitted under the **distance criterion**. The ‘cut-off’ distance is only a guide as it changes every year depending on how many applications the school receives. So, even if you live within last year’s ‘cut-off’ distance, there is no guarantee your child will qualify for a place this year.
7. **Use your preference order**: List your schools in the order you most prefer. If your child qualifies for a place at more than one school, we will offer the highest preference possible.
8. **Apply online**: It’s easy, secure, and green! You can also make changes right up until midnight on **31 October 2023**. If you need help with applying online, please call our friendly School Admissions team on 020 7527 5515.
9. **Apply on time:** You must apply for a school place by **31 October 2023**. This is really important as late applications will not be processed until after National Secondary Offer Day (01 March 2024). **Missing the deadline could seriously affect your chance of getting one of your preferred schools.**
10. **Sign up**: to our [secondary school e-admissions bulletin](https://public.govdelivery.com/accounts/UKISLINGTON/subscriber/new?preferences=true#tab1) and stay in the know!
11. **Get your result**: National Secondary Offer Dayis **01 March 2024**.
12. **Ask for help**: A list of community organisations that may be able to offer support and advice is included overleaf. Alternatively, contact our friendly School Admissions team who will be pleased to advise (T. 020 7527 5515 or E. [admissions@islington.gov.uk](mailto:admissions@islington.gov.uk)).

Yours sincerely



**Gabriella Di-Sciullo**

**Head of Admissions and Children Out of School Service**

**Islington** **Council**

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| **Local Community Groups** | | |
| **Community Group** | **Address** | **Tel Number** |
| "Arachne" Greek-Cypriot Women's Group (Greek) | 13/15 Hercules Street Islington N7 6AT | 020 7263 6261 |
| Carila Latin American Welfare Group | Manor Gardens Centre  6-9 Manor Gardens,  Islington N7 6LA | 020 7561 1931 |
| Community Language Support Services (CLSS) | St Mellitus Church The Presbytery, Tollington Park  Islington N4 3AG | 020 7281 3228 |
| Indo Pakistan Cultural Centre (Bengali/Hindi/Urdu/Punjabi/Arabic/  Gujarati) | 16-18 Hornsey Road  Islington N7 7BP | 07881504773 |
| Islington African project (African Languages) | 7 Elthorne Road  Islington N19 4AJ | 020 7272 8961 |
| Islington Bangladesh Association (Bengali) | 71 Caledonian Road  Islington N1 9BT | 020 7833 2608 |
| Islington Chinese Association (Chinese) | 21 Hatchard Road  Islington N19 4NG | 020 7263 5986 |
| Islington Law Centre | 38 Devonia Road  The Angel  Islington N1 8JH | **020 7288 7630** |
| Islington SEND Community Support Service | Lough Road Centre,  61-71 Lough Road Islington N7 8FF | 020 3031 6651 020 3031 6652 |
| Islington Somali Community | 225-229 Seven Sisters Road  Islington N4 2DA | 020 7272 0550 |
| Turkish Cypriot Community Association | 628 – 630 Green Lanes  Haringey N8 0SD | 020 8826 1081 |