



## Booklet 1

# Applying for Secondary Education

## September 2020 Entry



### Objectives of this booklet:

- To explain the process of applying to Secondary Schools.
- To offer advice on how you can help your child through Year 6.

The LEA say that parents are able to **express a preference** – **it is not a right to choose** a secondary school for their child.

### **Available Secondary Schools**

All schools have admission criteria. It is important to check the criteria for your selected school as the policies do vary. These are set out in the 'Secondary Education in Essex' booklet which is normally available online during the Summer of 2019.

### **Academies in Braintree:**

Notley High School      Alec Hunter Academy      Tabor Academy

### **Other local Schools:**

Chelmer Valley High School  
The Helena Romanes School  
St John Payne Catholic School  
The Honeywood Community Science School  
Anglo European School

*To find out more about Selective / Grammar schools in Essex, see Booklet 2.*

## **Application for all schools**

- LEA will send information to our school by 6<sup>th</sup> September, and we will give them out to the pupils straight away.
- [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) - The application form can be completed online at this address, where you will also find details of each of the secondary schools. The website is due to be fully updated over the Summer and online applications can register from 12<sup>th</sup> September.
- **All schools** must be applied for via Essex County Council, including the Selective Schools (a supplementary form must be completed for CSSE schools in addition to the ECC application, see Booklet 2).
- List your preferred Secondary Schools on the form (you can express up to 6 preferences), if your local secondary school is not your preferred choice, it is still worth listing this school as well, just to make sure you will actually get a place somewhere!
- The application deadline is **31<sup>st</sup> October 2019** (just after half term).
- This will be dated when it is received by the admissions team.
- Everyone *must* complete an application form.
- Notification of places – 2<sup>nd</sup> March 2020. By post, or online if you applied online.
- We highly recommend you fill out your application for a place as early as you can because you can always go back in and update your application at any point if you need to. If you miss the deadline and send in a late application, you will go to the bottom of their pile!
- There is an appeals procedure if your child does not get in their preferred school.

## **How to make an informed choice...**

- Open evenings - go and hear what they have to say on the organised open evenings, here they will tell you what they consider to be their strengths.
- Visit – If possible, go for a visit during a normal working day, they may be busy, but most will accommodate you. Take your child with you, but please let us know you are taking them.
- Open Evenings for Notley, Tabor and Alec Hunter are usually late September/early October.

## **Finally, at Year 5 / Year 6 please encourage:**

- Independence - put more of the emphasis onto them, don't do everything for them.
- Responsibility - Let them take responsibility and face the consequences if they have forgotten to do something or left something at home.
- Homework space – it is good for them to have their own homework space (desk or table set aside somewhere) in preparation for secondary school. They can then organise themselves around that space.
- Punctuality skills - Helping them to design a time-table encourages their organisation and time keeping.
- Decision Making - Encourage them to make their own decisions after weighing up the pros and cons, don't decide everything for them. Let them learn by their own mistakes

## **Important Date Reminders:**

Secondary Schools Application – Packs sent out by 6<sup>th</sup> September OR Online application from 12<sup>th</sup> September 2019.

Closing Date 31<sup>st</sup> October 2019.

Notification of Places 2<sup>nd</sup> March 2020.

### **Selective / Grammar Schools and the 11+**

If you would like more information about this area, then please ask your child to pick up Booklet 2 from their class teacher or download it from the school website (see below).

This process starts at the beginning of May.

### **Support**

Feel free to come in and ask us any questions or concerns you may have. Or you may simply want to talk through anything mentioned in this booklet.

Russell Pryke  
Primary/Secondary Liaison

### **Useful links:**

**[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)** Information on the Secondary School process, online application and the Booklet 'Secondary Education in Essex'. This will be updated during this Summer for 2020 entry.

Advice helpline: 0845 603 2200 Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

**[www.whitecourt.essex.sch.uk](http://www.whitecourt.essex.sch.uk)** – Hover the cursor over 'Key Information' – then click on 'Secondary School Admissions'. This will be updated as we receive up to date information.