

Applying for a School Place



Choosing a school is one of the most important decisions you will make for your child.

Making the right decision requires research and planning.

This leaflet will help you to think carefully about your preferences.

Further support is available from the Choice Advisor who will provide independent, impartial advice and guidance to ensure you make the best and most realistic choice of school for your child.

Croydon Family Information Service

 **0845 11 11 100**

Primary School Applications

A copy of the Croydon Primary Schools Brochure can be obtained from your local primary school or the Local Authority.

- Read the brochure carefully as it contains all the information you need to apply.
- Find out about the schools; ask for brochures, visit their websites and visit the schools.
- Selecting four schools will improve your chances of getting an offer at one you prefer.
- You should also select a school in which you are likely to qualify for a place, even if it is not your first or second choice.
- Apply even if your child attends the attached nursery, as you are not guaranteed a place at that school.

If you are applying for a primary school outside of Croydon you must apply to that borough directly or make your application online.





Secondary School Applications

- Your child's primary school will give you a copy of the Croydon Secondary Schools Brochure, which gives details of all the secondary schools supported by Croydon Council.
- Visit the schools on their open evening or open day, collect their prospectuses and visit their websites.
- Apply for at least 4 schools, 6 if you can, to improve your chances of getting an offer at one you prefer.
- You should also apply for a school in which you are likely to qualify for a place, even if it is not your first or second choice.
- List the schools in the order you prefer them.

If you are applying for a secondary school outside of Croydon you must include this school on your Croydon application form.

Preparing yourself for the secondary transfer process in Year 5 will give you extra time to think over all your options and be prepared for the change.



Making your application

- Complete either a paper application form OR an online application at www.croydon.gov.uk/admissions

It is quick, easy and secure to apply online. All you need is an email address and a computer that has an internet connection. If you have no facilities you can visit your local Children's Library who will help you.



You MUST ensure that your application is made by the deadline printed in the brochure

- Collect supplementary forms for the relevant schools, these must also be completed and returned to the school by the same deadline.
- Study the school's admissions criteria. This explains how they decide which pupils will be offered places if they receive more applications than they have places available, these vary from school to school. If you can't meet the criteria then you're not likely to get a place.



Putting the same school more than once will not raise your chances of being allocated that school.

Putting only one school will seriously limit your child's chances of being allocated a school.

In-Year Admissions & School Transfers

Contact Croydon Council if you would like to apply for a community secondary school. Details and the application form are available online at www.croydon.gov.uk/education

If you want to apply for a primary school or to a secondary foundation or voluntary aided school or an academy you must apply to the school directly.

Your Choice Advisor will have contact details and information on all Croydon schools and may have details of any vacancies.

Remember that a change of school may not necessarily be in your child's best interests. However, if it cannot be avoided, and you live locally, you are strongly advised not to remove your child from his or her current school until you have secured an alternative school place.

As there can be delays in securing alternative secondary school places, it is best that your child continues to attend their current school while you arrange the transfer to avoid missing any education.



What if you do not get a place at your preferred school?

- You have the right to express a preference for the school you would like your child to attend.
- All schools must admit children up to their admission limit which is published in the brochure and in each school's own prospectus.
- When possible, places are offered in your preferred school, however, if there are more applicants for a school than there are places available, the places will be allocated using the school's admissions criteria.
- If you do not get an offer for any of your preferred schools the Local Authority will offer you a place at the nearest community school with places available.
- If it has not been possible to offer a place at your preferred school you may be able to join their waiting list.
- You have the right, by law, to appeal to an independent appeal panel. The local authority or the school to which you have applied should send you information on how to appeal, including a deadline that you must meet.





What else can the Choice Advisor do?

The Choice Advisor can also advise you on:

- Special Needs provision
- Curriculum and Specialism
- Performance and value-added data
- Information from Ofsted
- Times of the school day and term dates
- Obtaining financial assistance
- How the appeals process works

Your Choice Advisor cannot guarantee a place in your preferred school, but can support you to make informed choices.

Your Choice Advisor will give you advice, but cannot decide for you.

Your Choice Advisor is available to help anyone who feels they need extra assistance, to make sure that their child gets the best possible start to school.





Useful websites and numbers

www.croydon.gov.uk/education – Information on education and schools in Croydon.

www.croydon.gov.uk/admissions – Information on Croydon school admissions and online applications – ☎ **020 8726 6400**

www.ace-ed.org.uk – National charity providing independent advice on education, including admissions and appeals – ☎ **0808 800 5793**

www.ofsted.gov.uk – Government website where you can access inspection reports for schools – ☎ **08456 404045**

www.directgov.gov.uk – Government website for information on all public services including schools.

www.dcsf.gov.uk – Government website for children, schools and families, including data on school performance – ☎ **0870 000 2288**

Further help:

Claire Eastmond, Choice Advisor
Croydon Family Information Service
10 Katharine Street
Croydon, CR9 1JU

Opening Hours

10.00am to 4.00pm Monday, Tuesday, Wednesday, Friday
10.00am to 6.00pm Thursday

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0845 11 11 100

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