



Dear Parent/Carer

Secondary Transfer 2019

Lewisham's School Admissions Team is aware that the next few days are going to be anxious for you as you await the results of your child's application.

With this in mind we thought that this briefing note might answer some of the questions you may have following National Offer Day.

You will receive an email from Eadmissions after 5pm on Friday 1st March 2019 with your outcome.

If for some reason you submitted a paper application the result will be posted out to you on Friday 1st March 2019 first class post.

From Monday 4th March to Friday 15th March 2019 the Admissions Team will prioritise calls and emails from parents of children who could **not** be offered **any** of their preferred schools.

If your child was not offered one of the schools you applied for and you have been unable to contact the Team by telephone on 0208 314 8282 our phones lines are opened Tuesday – Thursday 9am – 1pm you can email secondaryschooladmissions@lewisham.gov.uk and include **Secondary Transfer 2019 Allocated Place** in the subject line so that we can prioritise your application.

The school admissions team will not be giving out information in regards to outcomes over the telephone.

Accepting/Declining your school place

Parents have until **15th March 2019** to accept or decline the school place that they have been offered. If you decline the school place that has been offered it does not mean that you will automatically be offered a higher preference school, you will only be offered if one becomes available and your child is next on the waiting list. Please make sure that if you decline the school place offered you have made alternative arrangements for your child's transfer to secondary school.

Waiting Lists

Your child is **automatically** placed on the waiting for all the **higher preference** schools that you applied for in and **out of the borough**. They will be held on the waiting list until **31st December 2019**. You do **NOT** need to write in to request that your child remains on these lists.

Waiting List Positions

It may be that you received one of your preferred schools but it was not your first preference and therefore you would like to know where your child is on that waiting list for that school.

Waiting List positions for all Lewisham Secondary Community Schools will **not** be available until **1st April 2019**. Please do **NOT** contact the office prior to this date.

It takes around 4 weeks for the waiting list to reach a steady state and therefore we will not give out information prior to that date.

We would like to reassure you that waiting lists can move between 1 March and the start of the school term in September 2019 so there is still a possibility that your child may be offered a place at one of your preferred schools as the school year progresses.

Regards

Cathryn Brown

School Admissions & Appeals Co-ordinator & Systems Manager