

Secondary School application guide 2012/2013

A guide to help you make your application in a quick and simple way.

Contact details:

www.southampton.gov.uk/admissions
Email: school.admissions@southampton.gov.uk
Tel: 023 8083 3004

Transferring to Secondary School

This written information is available on request in other formats or languages. Please contact 023 8083 3004 for help.

www.southampton.gov.uk/admissions

Version 1
Designed, printed & produced by Southampton City Council 07.11.23088



INVESTOR IN PEOPLE



About the online application process

- It is easy to use and only takes 20 minutes to complete.
- Your application is sent securely and directly to the Admissions team.
- An instant response email is sent when the application is received.
- You can make changes to an application that has been submitted up until the closing date. This allows you to re-order, add or remove preferences.
- You will be able to see the school place offer online as soon as it is made on 4 May 2012.

To give your child the best chance of securing a place at the school of your choice:

You must make an application. Your child will not automatically get a place at a school even if:

- Your child is in a linked junior/primary school
- You live in a school's catchment area
- You have a child who already attends a school.

All Southampton residents need to apply through Southampton City Council even if applying to a school outside Southampton.

Ensure that you apply on time. Places are allocated to all on time applications before late applications. The deadline is 31 October 2011.

Put three preferences on your application. If you only put one preference which cannot be met, the equal preference system means that a place will only be allocated once everyone else's three preferences have been dealt with.

Give your full reasons for applying to your preferred schools. This will help the Admissions team understand why you would like a particular place.

For information to help you choose the right school for your child, visit:

www.youngsouthampton.org/admissions
www.direct.gov.uk

When to apply

Apply between 12 September 2011 and 31 October 2011. You should submit your application before the deadline as these are dealt with before late applications. Last year, 85% of on time applications were offered their first preference.

Guide to applying online

- Visit www.southampton.gov.uk/admissions
- Find your local schools at www.southampton.gov.uk/mysoton
- Find out when you can visit the schools you are interested in at www.southampton.gov.uk/admissions
- Find out more about schools by clicking on their names. All the information you will require is online.

Frequently asked questions

Which schools are available?

Find your nearest schools at www.southampton.gov.uk/mysoton

How do I know which local authority to apply through?

You can check online at www.southampton.gov.uk/mysoton to see if you should be applying to Southampton City Council.

Can I use the online system to apply for a place at an independent or private school?

No you cannot use the Southampton City Council online system. Please contact the school directly.

What if I do not have access to a computer or the Internet?

You can use the computers in your local library or local schools will organise sessions for you to use their computers and staff can help you with your application. If you need help with an online application or do not have access to a computer, telephone 023 8083 3004.

How can I find out about drop-in sessions to help me make an online application?

Details will be posted on our website at www.southampton.gov.uk

When are the school open days?

Details will be posted on our website at www.southampton.gov.uk.

Where can I view the admissions policies?

At www.southampton.gov.uk/admissions or on individual school websites.

Can I use the online system for an application for a school place at a special school?

No you cannot use the online system. If your child is eligible for a special school place you will be contacted by the Special Educational Needs team.

What if I miss the deadline?

Please ring the Admissions team on 023 8083 3004 as soon as possible.

When will I know if my child has a place?

Online applicants will be sent an offer by email on 1 March 2012. All on time applications will receive an offer letter that will be distributed through your child's primary/junior school on 1 March 2012 advising you of the outcome of your application. Late applicants may not receive their allocation letter until after this date.