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Headteachers  
Community and Voluntary Controlled High Schools

Dear Colleague

### **High School Transfer - September 2004**

I felt it would be helpful to remind you of the arrangements for the 2004 transfer which will change significantly from previous years.

#### **The Process**

The LEA will be co-ordinating high school transfers to all Norfolk Schools, including foundation and VA schools for 2004 and will be offering parents the opportunity to express up to three preferences.

Parents of pupils in their final year at primary ,middle or junior school will be sent via their child's school, a common application form (copy attached), a letter explaining the process, (copy of county letter, Norwich city letter and "non catchment" letter attached) and a copy of the "Parents Guide to Secondary Schools in Norfolk 2004/05"(these will be sent out once they have been printed

#### **Timetable**

I attach a copy of the timetable, which summarises the following:

- **26 September 2003:** Schools provide parents with the common application form, transfer letter and the "Parents Guide to Secondary Schools in Norfolk 2004/05" booklet.
- **14 November 2003:** closing date for parental preferences. Please note that this may well impact on the timing of your open days/evenings and the availability of school brochures.
- **16 February 2004:** schools advised of likely transfer numbers. There will be continued discussion with over-subscribed schools throughout this process.

- **1<sup>st</sup> March 2004:** national offer date. The LEA in its co-ordination role will send offers and refusals to all parents via first class post.

### **Oversubscription rules**

These rules are largely unchanged from previous years, but there are two differences, which take account of guidance from the new DfES “Admissions Code of Practice” :

1. the LEA has added a new second priority for pupils in public care who live within the catchment area for a school.
2. the final oversubscription rule for county schools which relates to pupils who wish to transfer early, has been reviewed. The “Admissions Code of Practice” now expects admissions authorities to consider each case on its merits and not solely on whether the school has places available. I am sure all headteachers will welcome the sensible change, which should allow the LEA and headteachers to reach such decisions using sound educational judgements.

Given that parents will be able to make up to three preferences it is very likely that many high schools will be oversubscribed and some popular schools very significantly so. I would therefore urge all headteachers to be cautious about making predictions of who may be able to gain a place at their school for September 2004 based on previous years experience. Hopefully by 2005 we will have a clearer idea of the new pattern of preference.

Yours sincerely

Richard Snowden  
Head of Admissions

