



# Brunswick Park Primary School

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**Head Teacher: Susannah Bellingham**

*Learning for living through respect, support and challenge*

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**To Parents and Carers: Year 6**

28 September 2021

Dear Parents and Carers

## **Applying for your child's secondary school place**

As you know, the time has come to apply for a secondary school place for your child from September 2022. From 1 September 2021 secondary schools have been holding Open Days and Open Events for you to go and look around them. **There is no substitute for doing this**, as we encourage strongly all parents and carers to attend as many as possible. Sent with this letter are the *Starting Secondary School in Southwark 2022/23 Brochure*, which contains details of all the secondary schools in the borough so you can plan your visits, and the *Apply for your child's school place online Leaflet*. They are only available online and can be downloaded from <https://www.southwark.gov.uk/schools-and-education/school-admissions/how-to-apply-online>. This web page also gives instructions for how to complete the eAdmissions Common Application Form, on which you are asked to list up to 6 preferences of secondary school for your child.

We recently surveyed you to find out how best we could support you with the application process. You told us you prefer to attend Open Days and Events in person, and would like help in school to complete the online Common Application Form. As a result, there will be a **Zoom meeting for parents and carers on Thursday 7 October at 5.00pm**, during which we will explain the application process, and two Common Application Form Surgeries on Wednesday 13 October and Thursday 14 October between 3.00pm and 5.00pm during which you can come into school to be supported to complete your child's application form.

Details below:

Brunswick Park Primary is inviting you to a scheduled Zoom meeting.

**Topic: Applying for a secondary school place for your child**

Time: Oct 7, 2021 05:00 PM London

Join Zoom Meeting

<https://us06web.zoom.us/j/88227089383?pwd=NGxlckE0VDgzZnVSRzdQNDIMOTRQQT09>

Meeting ID: 882 2708 9383

Passcode: QJ1d7B

**Common Application Form Surgeries in the Computing Suite: 3.00pm-5.00pm on Wednesday 13 and Thursday 14 October.**



Please come to the School Office to collect a visitor's badge. Staff will take you to the Computing Suite. If you have applied for a place in Reception or at secondary school at any time in the last 3 years you will already have an online eAdmissions account so will need to bring your username and password. If you haven't, you will set up an account at the surgery.

Below is a copy of the Key Dates page from the Starting Secondary School in Southwark 2022/23 Brochure. Please note that although you have until 31 October 2021, the Council advises you to have completed the online Common Application Form by **Friday 22 October 2021**; the date children break up for the Half Term holiday. We ask that all parents and carers follow this advice to ensure applications are treated as on time. Late applications disadvantage children and must be avoided.

## Key dates

### Application for a secondary school place for September 2022 intake

Date	What should parents/carers look out for?
<b>1 September 2021 to Sunday 31 October 2021</b>	<ul style="list-style-type: none"> <li>■ The admissions process starts.</li> <li>■ Contact schools for a copy of their prospectus and details of their open days/evenings. Due to the current circumstances relating to Covid-19, we strongly advise families to check each school's website for details on how and when they will be holding their open day/evening as this may be subject to change at short notice. <b>Please view page 7 for further information on school open days/evenings.</b></li> <li>■ Apply for secondary schools by completing an online application at: <a href="http://www.southwark.gov.uk/schooladmissions">www.southwark.gov.uk/schooladmissions</a></li> <li>■ If any of the schools you have listed as one of your preferences requires a supplementary information form (SIF), you must complete and return the SIF directly to the school. You should contact the school to check their individual closing date.</li> </ul>
<b>Sunday 31 October 2021, 11.59pm</b>	<ul style="list-style-type: none"> <li>■ <b>Closing date for submitting online applications.</b></li> <li>■ You must ensure that we have received your online application and you have uploaded any additional supporting documents with it by this date. We strongly recommend that you submit your application by <b>Friday 22 October 2021</b> so that we receive it before the half term holiday and can contact you if necessary.</li> </ul>
<b>Tuesday 1 March 2022</b>	<ul style="list-style-type: none"> <li>■ <b>Applicants who apply on time will receive their child's offer of a school place by email after 5pm. This email will also include information on what to do next.</b></li> <li>■ <b>Applicants can also view the outcome of their application during the evening at <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a></b></li> </ul>
<b>Tuesday 15 March 2022</b>	<ul style="list-style-type: none"> <li>■ No action is required if you are a Southwark resident and want to accept the school place offered to your child.</li> <li>■ Should you wish to reject the offer of a school place allocated to your child, you must notify the school admissions team by email at <a href="mailto:schools.admissions@southwark.gov.uk">schools.admissions@southwark.gov.uk</a> and include your unique application reference.</li> </ul>
<b>Appeals</b>	<ul style="list-style-type: none"> <li>■ Check dates of appeal hearings with individual schools.</li> </ul>

**These are important deadlines which you will need to keep in mind. If you miss these dates, your chances of being offered a place at a preferred school will be reduced.**



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I look forward to seeing you on Zoom, and to supporting you in the application process. It can be a challenging time, and we will do our best to help.

Yours sincerely

Susannah Bellingham  
Head Teacher

