



Secondary School Transfer Information

This document is designed to give you a quick summary of the secondary school application process. Please make an appointment to see Mr or Mrs Scott if you would like to talk about this further.

Types of School

There are 5 main types of secondary schools.

- **Voluntary Aided:** The school's governing body is responsible for admissions and decides how pupils are admitted.
- **Academies:** The Academy Trust is responsible for school admissions and decides how pupils are admitted.
- **Free School Academies:** The school's governing body is responsible for school admissions and decides how pupils are admitted.
- **Grammar Schools:** Please see individual school websites for admission arrangements. Grammar Schools are state secondary schools that select their pupils by means of an examination taken by children at age 11, known as the "11-plus". Do note that some schools that call themselves 'grammar' are actually independent schools.
- **Independent Schools:** Parents pay termly fees. Please see individual school websites for admission arrangements.

Choosing a School

Look at the following:

Admissions policies and criteria
School website
Visit the school
Local authority booklet
OFSTED website

Other considerations:

Take into account travelling times; some children thrive on a commute and use the time to do homework. Other children may fare better with a shorter journey time. Consider your child's journey in the winter when it gets darker earlier.

Don't rely on hearsay – different schools can suit different children. Think about which school is best for your child, if your neighbour was not happy with a school don't let it influence your decision making. Schools can change over time. Look at the school website and visit the school to make up your own mind.

Southwark Admissions Website

Southwark Council produce an extremely informative document each year. It can be found on the Southwark Website:

<https://www.southwark.gov.uk/schools-and-education/school-admissions/secondary-admissions/applying-secondary-school-place>

The booklet will explain:

- Exactly how to apply for a secondary school for your child.
- Key dates (open days, deadline for applications, offer day). Closing date for applications 2026.
- Information about each secondary school in Southwark – including admissions criteria, how many people applied for a place in the previous year and number of Year 7 places available



PAN London Co-ordinated Admissions System

If you are a resident of a London borough you can name any state secondary school in London as part of your 6 preferences.

Where to find information on applying to secondary schools in other boroughs:

- Council website
- Individual school website

Do bear in mind that you need to be able to meet the admissions criteria.

Online Application Form

- This must be submitted online by the deadline.
- Southwark website has very clear instructions: <https://www.southwark.gov.uk/schools-and-education/school-admissions/how-apply-online>
- You can edit the form until the deadline.
- Do keep a copy for your records.
- Apply through your own local authority (the local authority where you pay your council tax).
- Ensure all information is accurate – school places have been taken away as late as September if people do not give the correct home address.
- Please name 6 preferences on the form.
- Some schools require a supplementary form – check each school as instructions differ.
- **Make sure you meet the admissions criteria.**

Basic Timeline

- Open Days: September/October. Some schools may hold events remotely as well as in person. Please look at individual school websites for information on open days.
- The deadline for applications is usually a date in October half term.
- March: Offers made available.
- Look on Southwark Admissions website for specific dates. These are currently being updated and should be available during the summer.

Preparation

The secondary school application process can cause anxiety. People who have recently been through the process recommend the following:

- Keeping a folder or spreadsheet of key information for the schools that you are interested in.
- Admissions Policies – keep a copy of admissions policies (paper or digital) for the schools you are interested in.
- Correspondence – keep a record of letters/emails.
- Log calls - keep a record of anybody you speak to (name and date) in case you need to refer to it later on.
- September and October can be busy so do make sure you keep a diary of open days, tests etc.
- Keep an open mind when selecting schools

Open Days

- Please check the individual school website for details.
- Children are allowed time out of school to visit if the open day is organised during the school day.
- This will not be counted as an absence but children must come back to school. Please let the office know in advance.
- Lunchtimes: if pupils cannot be back at school by 11.30am, please bring them back at 1.15pm.

Destinations 2016 - 2026

Some parents have found it useful to see the list of secondary school that Cathedral School pupils have moved on to. This list is for your information and almost every year we have to add at least one school to the list.

Alleyn's School	Haberdashers' Borough Academy
Ark Globe Academy	Harris Academy for Boys
Ashcroft Technical Academy	Henrietta Barnet
Bacon's College	Holland Park
Bishop's Challoner	JAGs
Bishop Justus	Kingsdale
Blackheath High School	La Retraite Catholic School for Girls
Central Foundation	Lady Margaret School
Cheam School	London Nautical School
City of London School for Girls	London Oratory
City of London Academy	Marylebone
Colfe's School	Notre Dame RC Secondary Girls School
Compass School	Oasis Academy Southbank
Dane Court Grammar School	St. Edmund's
Dulwich College	St. Marylebone CE School
Dulwich Prep	St. Paul's Cathedral School
Emmanuel	St Saviour's and St Olave's School
Francis Holland	St. Thomas the Apostle
Globe Academy	Westminster City School
Grey Coat Hospital	Whitgift School
	Wilson's School

Independent Schools

- Apply directly to the school.
- Bursaries and Scholarships are available – these vary according to the school.
- Pupils usually have to sit a test and possibly a group task or interview.
- The school can provide references for independent schools – there is a cost of £15 per reference unless your child is entitled to the pupil premium. The charge covers teacher time. Every school requires different information therefore we are unable to write one reference per child to cover all school applications.
- Please check the small print regarding bursaries as not all are 100%

General Information

- If you would like help completing the online form please ask
- If you would like to speak to someone about any aspect of the process please make an appointment through the office.
- We are here to help and [Southwark Information Advice Service](#) can also give you advice.

Advice from former parents

“I cannot stress strongly enough the importance of checking to make sure you meet the admission's criteria. I wasted space on my form applying for schools my child wouldn't get into.”

“Do contact school, they have been so helpful.”

“Don't leave filling in the form until the last minute.”

“Stay organised with dates – it's so easy to double book yourself.”

“Read the Southwark booklet – it was clear and answered most of my questions.”

“Sit down with a cup of tea and read through all the information carefully.”

“Be careful with bursaries and scholarships for independent schools – I found that I couldn't afford the fees with the level of bursary I was awarded.”

And finally...

- If you would like help or support at any stage of the secondary school transfer process, please do not hesitate to get in touch with a member of school staff. Sometimes people need support with using the online form, others like to talk through their choices or you may have a specific question to ask.
- If you are not happy with the school your child has been allocated, we can support you with an appeal.
- We are here to help, please contact us if you need to.