

6th September 2021

Dear parents and carers,

Year 6 Transition to Secondary School

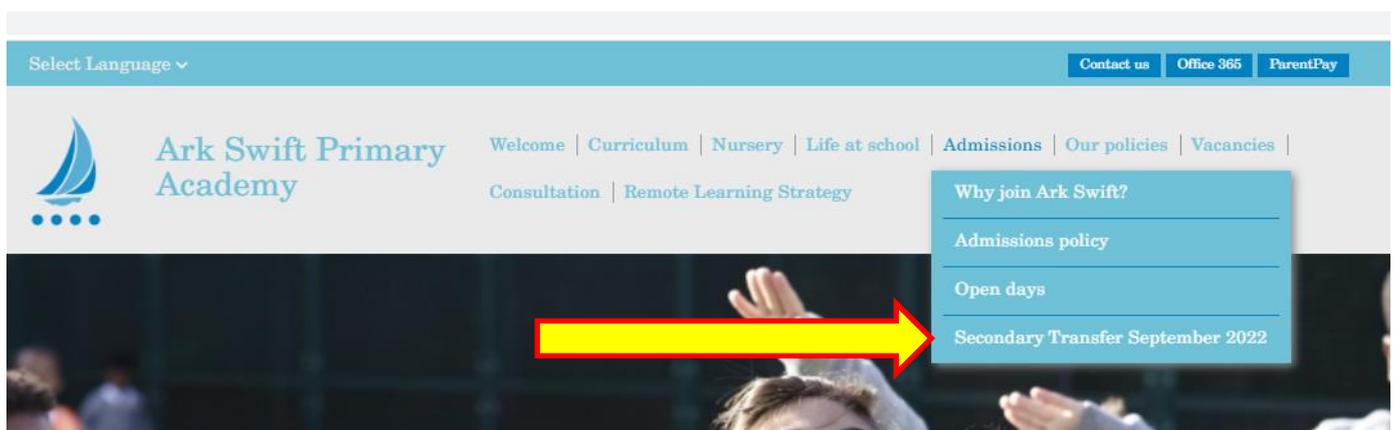
Children who are in year 6 in September 2021 will be transferring to secondary school in September 2022.

The application process started on 1 September 2021 and will close on 31 October 2021. Offers for secondary school places in September 2022 will be released on 1 March 2022 - this is the national offer day.

A copy of this letter can be found on our website:

<https://arkswift.org/admissions/secondary-transfer-september-2022>

This will enable you to click on all of the web links contained within.



The secondary transfer process

Visit the Hammersmith and Fulham secondary transfer webpage: <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/transfer-secondary-school-2022>

Download the [Moving on up](#) brochure which contains detailed information about the process and the summarised admission criteria for all schools in Hammersmith & Fulham.

This brochure gives you a snapshot of all the secondary schools in LBHF, including independent schools. It will give you information if the school offers a specialism, (such as sport, music etc), it will inform you of how many people applied to that school last year, how many places are available in year 7, if the school is mixed or not, if it is a faith school and if it has a post code boundary.

The brochure will offer you lots of helpful information about LBHF schools, so that you can narrow down your choices and then visit their websites, for more of an in depth look at the school(s) you have chosen.

Daniel Upfield
Principal

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www.arkswift.org



If you are interested in any other secondary schools out of the borough, then you must go to that borough's admissions site and download their information brochure on their secondary schools. The brochure will walk you through how to complete the CAF (Common Application Form) for your secondary school choices and guide you through what information you might need to add if you are applying for a faith school or want to add additional information, with your application

If you are unable to access the Moving on Up brochure, we can provide a printed copy for you from the school office. Please ask if you would like a copy of this.

Apply for your child's secondary school place on the eAdmissions website:
<https://www.eadmissions.org.uk/>



Hints and Tips Leaflets

Please make use of hints and tips leaflets published by Hammersmith and Fulham. These booklets will give you all the dates of school open mornings, afternoons and evenings (subject to Covid protocols). If schools are not allowing visits, then the booklet will inform you of virtual tours and how to book on to Zoom/Team events with the school Senior Leadership Team, who will give you more information about the school.

The booklets will give you tips of what to look for in a school, what sort of questions to ask and guide you to the CAF application website, to complete the secondary school application.

- [Hints and tips 2022 secondary leaflet \(pdf 1.4MB\)](#)
- [Hints and tips 2022 \(Arabic\) \(pdf 4.9MB\)](#)
- [Hints and tips 2022 \(Polish\) \(pdf 4.8MB\)](#)
- [Hints and tips 2022 \(Somali\) \(pdf 4.7MB\)](#)
- [Hints and tips 2022 \(Spanish\) \(pdf 4.8MB\)](#)

If you are unable to access the Hints and Tips leaflets, we can provide a printed copy for you from the school office. Please ask if you would like a copy of one of these.

Help and Advice

Sam Lord, Hammersmith and Fulham's transition consultant will be coming to lead a session for **Year 6 parents on Thursday 9th September in the School Hall**. The session goes through the whole process of what the different type of secondary school options are available to you, how to understand each individual school's admissions criteria, banding tests, specialist (aptitude) places, the process of how to apply on line, what your six choices will mean to you and your child, timelines, open days of visits to secondary schools you wish to visit and any other Q/A you may have around secondary school transition for you and your child. **Please make every effort to attend this important meeting.**

If you require any help with secondary applications, please don't hesitate to speak to a member of the leadership or pastoral teams. In addition, Miss Katie is happy to sit with parents and guide them through the online application process.

If you're unsure which schools to choose for your child or would like to discuss aptitude places, please make an appointment with Mr Upfield.

If your child has an Education Health Care Plan (EHCP), Miss Keeler will work with you on the secondary transfer process.



Ark Swift
Primary Academy

Contact details for the Hammersmith and Fulham Admissions Team

020 8753 1085 (9am to 1pm, Monday to Friday)

school.admissions@lbhf.gov.uk

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145 King Street
Hammersmith
London
W6 9XY

Moving from primary school to secondary school is an exciting time of life. A new, much bigger school can offer greater independence, such as travelling to school alone, being given their first smart phone, and a world of other opportunities. However, it also means new teachers, new subjects and potentially a whole new set of friends. We will do everything possible to help with choosing schools, making applications and making a smooth transition when the time comes.

Yours sincerely,

Daniel Upfield
Principal

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