

# Moving On 2015

## A guide for parents and carers of children applying to **secondary and upper schools for 2015-16**

**This leaflet explains how to apply for a secondary school place for children born between 1 September 2003 and 31 August 2004, and upper schools for children born between 1 September 2001 and 31 August 2002.**

All of the information you need is available on our website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

The website includes an interactive copy of the "Moving On" booklet and a school directory providing information about secondary and upper schools in Hertfordshire.

You should visit the website to view the admissions booklet and apply online because:

- It is quick, easy to use and secure
- You will receive immediate confirmation that your application has been received and you can view it at any time.
- You can change your application at any time up to the closing date.
- You can accept the school place offered online.

If you do not have internet access at home you can use the internet at your local library free of charge.

Apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

The closing date for applications is 31 October 2014.

## What happens when?

1 September 2014	Online application system opens
September and October	Secondary and upper schools hold their open events (Details available at <a href="http://www.hertsdirect.org/admissions">www.hertsdirect.org/admissions</a> )
<b>31 October 2014</b>	<b>Deadline for applications</b>
5 December 2014	Last date to: <ul style="list-style-type: none"><li>• Submit reasons for making a late application and for that application to be considered 'on time'.</li><li>• Notify us of a change of address and for that address to be taken into account for allocation day.</li></ul> <b>Please refer to the online admission pages or the "Moving On" booklet for more details about these processes.</b>
30 January 2015	Last date to make a late application online to be considered for allocation day.
<b>2 March 2015</b>	<b>Allocation Day.</b> School places are offered.

Apply online at:  
[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

Application deadline 31 October 2014





# What happens next?

## 3. We will offer your child a school place on 2 March 2015

- Online applicants will receive an allocation email on 2 March 2015. This is the easiest way to obtain your school allocation. Individual allocation emails will be sent before parents can access the online allocation system on Hertsdirect.
- Online applicants will be able to view their school offer online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) after allocation emails have been sent, on the evening of 2 March 2015.
- Parents/carers will **only** be sent an allocation letter by first-class post on 2 March if they applied on a paper form.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

If your child did not qualify for any of the schools you ranked, we will usually offer a place at the nearest school to your home address with places still remaining (this only applies to Hertfordshire residents). This could be a school outside Hertfordshire

## 4. What can you do if you are not happy with the school you have been offered?

Full details and guidance will be available on allocation day at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) and in the "What Can You Do Now?" leaflet.

## Home to School Transport

Very few children are entitled to home to school transport and you should ensure your child has a reliable method of travelling to the schools you list on your application form. The county council's full home to school transport policy and other guidance on home school

transport is available at [www.hertsdirect.org/schooltransport](http://www.hertsdirect.org/schooltransport)

## School travel website

A Hertfordshire school travel website providing information on home to school journeys is available for parents. Using the Journey Planner you can plan a journey from your home to/from a selected Hertfordshire school, or schools in neighbouring authorities. You are offered four travel options – public transport; walking; cycling; driving. Visit the travel website at [www.hertsdirect.org/schooltravel](http://www.hertsdirect.org/schooltravel)

Information about public bus routes which may run to schools is available at [www.intalink.org.uk](http://www.intalink.org.uk)

Please contact individual schools about any local arrangements they may have in place with bus and coach operators.

# Where can I get more help and information?

## Customer Service Centre

@ [hertsdirect@hertfordshire.gov.uk](mailto:hertsdirect@hertfordshire.gov.uk)  
🌐 [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)  
☎ 0300 123 4043

If you do not have internet access you can request a booklet, a local school directory and a paper application form by calling the Customer Service Centre. The advisers have information on many subjects. They can also refer you to the Admissions and Transport officers who have detailed local knowledge.

### Opening hours:

8am to 8pm Monday to Friday  
9am to 4pm on Saturdays

## Admissions and Transport Team

@ [hertsdirect@hertfordshire.gov.uk](mailto:hertsdirect@hertfordshire.gov.uk)  
🌐 [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

CHR 102, County Hall,  
Pegs Lane, Hertford  
Hertfordshire, SG13 8DF

Detailed information on all secondary and upper schools in Hertfordshire is available in the school directory at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

If you do not have internet access you may request a paper directory from the Customer Service Centre.

**Apply online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)**

