

Frequently asked questions for Secondary Transfers

1. How do I apply for admission to Secondary School for my child?

Children living in the Dudley Borough

In August you will receive an information leaflet regarding the application process. Parents can apply on-line www.dudley.gov.uk/admissions or by obtaining a paper application tel: 01384 81 4223.

You must to read the "Parents Guide to Secondary School Admissions" booklet (See "[related documents](#)"), before you express a preference for a school.

Children living outside of the Dudley Borough

If your child lives outside of the Dudley Borough you will receive an information pack and application form from the Borough in which you reside.

2. What Catchment area do I live in?

Catchment areas do not exist in the Borough of Dudley - (see question 7).

3 . What information is available direct from the school?

You will be able to obtain an [individual school prospectus](#), which includes detailed information about the school and its policies. Other documents, which are available, include the governors' annual report to parents and the last inspection report by the Office for Standards in Education (OFSTED).

4. What information is available direct from the Children's Services Directorate?

A "Parents Guide to Secondary School Admissions" booklet (See "[related documents](#)") can be viewed on the website or copies are available on request. Application forms are available on request.

Please contact the School Admissions Service on 01384 814223.

5. Is there any preference given to children who reside in the Borough of Dudley?

The law does not allow for this council to give any preference to children who reside in the Borough. Applicants will be treated equally regardless of the Borough they reside in.

6 . Will my child automatically transfer from primary into secondary school?

No, this is not the case; applications will be considered in line with the admissions criteria

only with no priority given to children attending primary schools associated with particular secondary schools.

7 . If a school receives more applications than places available how will it decide which pupils to admit?

The admissions criteria for Community Secondary Schools are detailed in the "Parents Guide to Secondary School Admissions" booklet. (See "[related documents](#)")

The admissions criteria for Academies, Foundation and Voluntary Aided Secondary Schools may differ and you are advised to refer to the individual detail given in the "Parents Guide to Secondary School Admissions" booklet. (See "[related documents](#)")

Published admissions criteria **must** be followed and there is no discretion over how the places are filled.

8 . When will I hear whether or not my application has been successful?

You will be advised in writing by 2nd class post on 1st March before your child is due to transfer to Secondary School. If the 1st March falls on a weekend the letters will be posted 2nd class on the following Monday i.e 2nd or 3rd March.

If you apply online you will be advised of the outcome of your application via email on the 1st March after 2:00pm. If the 1st March falls on a weekend you will receive an email decision on the following Monday i.e 2nd or 3rd March.

9 . What will happen if my application has been unsuccessful?

You will be provided with details of the appeals procedure and waiting lists. Where possible, we will try to meet one of your other preferences of school, if that is not possible then your child will be allocated a school place at the next nearest school with a place available.

10 . What happens if I apply late for admission to Secondary School?

Unless there were circumstances, which stopped you from applying before the closing date, then your application will only be considered after those applicants that were received before the deadline. For further details please see the "Parents Guide to Secondary School Admissions" booklet. (See "[related documents](#)")

11. I am moving into the area and need a secondary school place for my child, can you tell me what the procedure is?

Please note that the Council does not operate school catchment areas and parents are able to express a preference for any school that they prefer. The Council is unable to keep spaces available at it's school's for pupils moving into the area.

If you haven't moved into the Dudley Borough you need to apply through your home Local Authority. For parents residing in the Dudley Borough please contact 01384 81 4223 to request an application form.

The "Parents Guide to Secondary School Admissions" booklet (See "[related documents](#)") contains the phone numbers and addresses of all secondary schools in the Borough.

12. I have not moved address but I wish my child to transfer from one secondary school to another, what is the procedure?

Parents who wish to transfer their son or daughter from one secondary school to another should discuss their wishes with the headteacher or a senior member of staff at the current school. Transfers can be arranged providing that they do not conflict with the provision of efficient education or efficient use of resources. If a transfer is refused, you will be advised of your right of appeal.

A form is available from the Admissions Service should you wish to apply for a mid-year transfer. (See "[related documents](#)")

13. Who can I contact if I have other questions to ask?

If your questions relate to an individual school and its policies or arrangements for admitting pupils then please contact the school concerned direct.

If your questions are of a more general nature then you can contact the Admissions Service on 01384 814223.

Or write to: The School Admissions Service at the Children's Services Directorate, Westox House Trinity Road, Dudley, DY1 1JQ