

Checklist for primary and junior schools for transfer to secondary school:

<u>When</u>	<u>What</u>
By 12 September	<ul style="list-style-type: none"> • Issue each year 6 student with a leaflet (supplied by admissions team) advising of admissions process and how to access it. <input type="checkbox"/> • E-leaflets should be distributed to all parents for whom you have an email address <input type="checkbox"/>
15-31 October	<ul style="list-style-type: none"> • Check your SAM to see which of your year 6 students have not yet applied (link to instructions for this) and remind families of the deadline of 31 October for doing so. <input type="checkbox"/>
After 31 October	<ul style="list-style-type: none"> • Liaise with CME officer to identify those who have not applied and encourage them to do so. <input type="checkbox"/> CME@eastsussex.gov.uk 01424 724186
1 March	<ul style="list-style-type: none"> • National Offer Day- you will be able to see a list in SAM of which secondary school your year 6 leavers have been offered. Any missing names should be flagged up to CME and parents encouraged to make an application. <input type="checkbox"/>
March- end of term in July	<ul style="list-style-type: none"> • Make every effort to identify a destination school for your leavers by speaking to pupils, parents and consulting SAM. <input type="checkbox"/> • Ensure that parents are aware that if they reject a place at the allocated school it may not be possible to get it back again <input type="checkbox"/> • Signpost parents to the Admissions and Transport service for advice. <input type="checkbox"/> Admissions@eastsussex.gov.uk 0300 330 9472
End of term in July	<ul style="list-style-type: none"> • Any leavers with no known destination should be flagged up to CME and logged with the DfE's 'lost pupil database' in School2School. <input type="checkbox"/>