

Secondary School transfer process

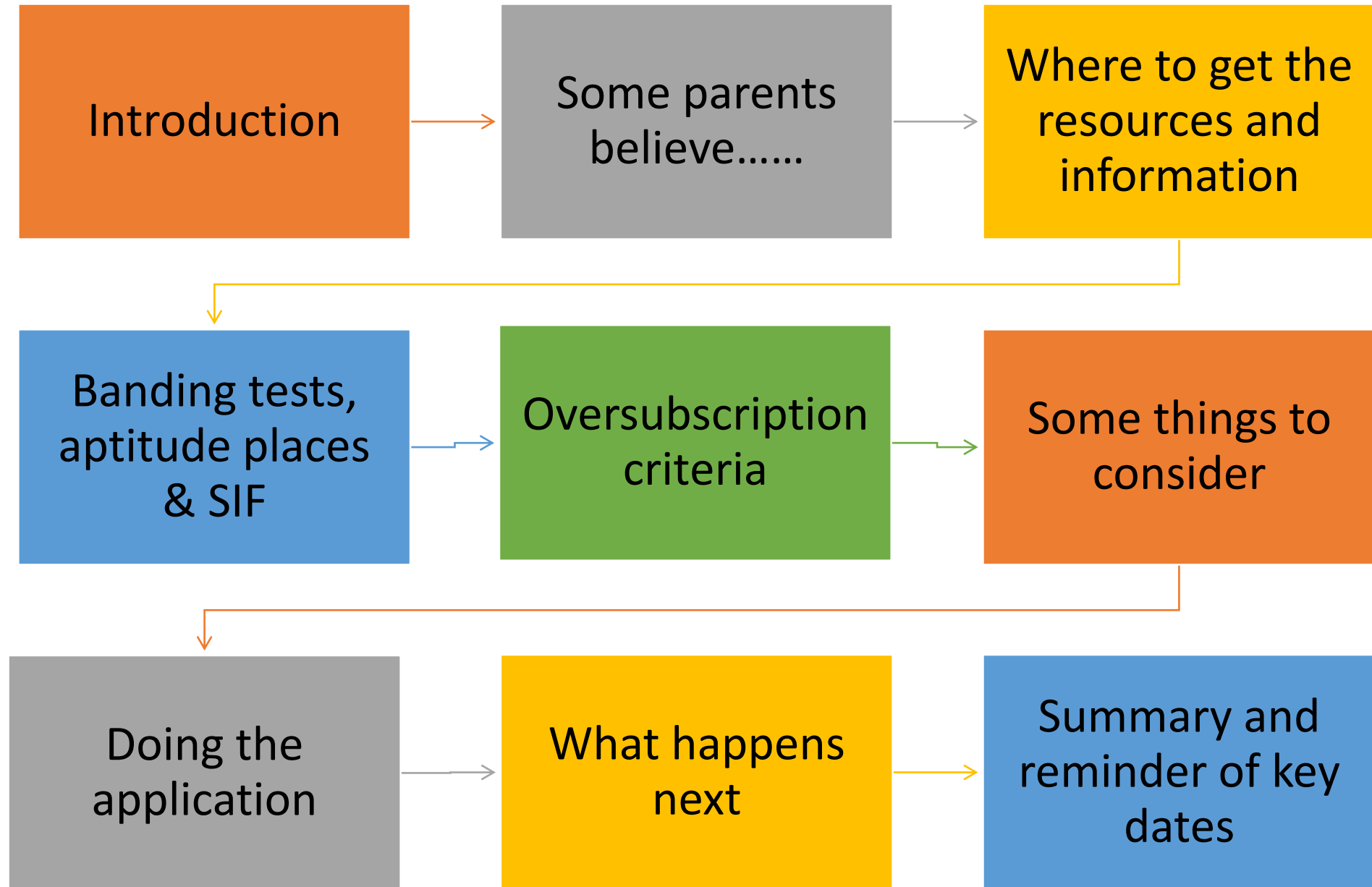
(for admission in
2027/28)

By Sam Lord



Year 6 Destination Measures September 2026

Content





Introduction

- Choosing a **secondary school** is a **big decision** for you and your child
- We are lucky to **have excellent schools in Hammersmith and Fulham**, but this means they are very popular and not everyone can be allocated a place in their first preference school
- **Each school** has **different admissions criteria** decided by their school governors; information about how places will be allocated for each school is available in the secondary school brochure, '***Moving on Up***' and in the '***Hints and Tips***' booklet (all resources are available online)
- <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/transferring-secondary-school>
- It is important that you **visit schools** and find out how likely it is for your child to be **offered a place at any school you are interested in**
- **School Admissions staff** can be contacted for advice
 - telephone: **020 8753 1085** (Mon –Fri 9am -1pm)
 - or email school.admissions@lbhf.gov.uk

Some parents / carers
believe.....

I will receive an
offer at my nearest
school

I will get a place at
one of the schools I
have named on my
application form

My child will get a
place with their
friends, we all put
the same schools
down

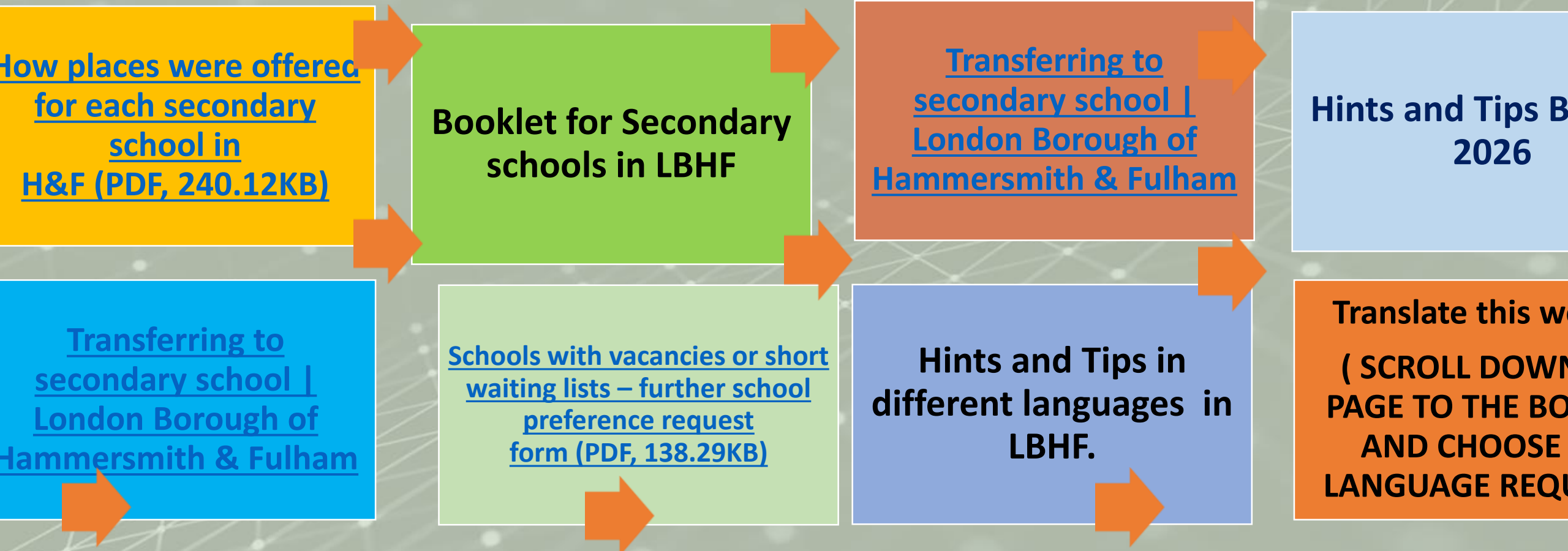
My child has special
education needs
and will therefore
get a place at my
first choice of
school

I have a better
chance of getting a
place at the school I
put highest on my
application form

My child has
medical/social
needs which means
I will automatically
get a place at the
school I choose

.....all
untrue!!!

How Places were allocated in **LBHF** Secondary schools 2025/6, info on schools/ dates to visit



How Places were allocated in RBKC Secondary schools 2025/6, info on schools/ dates to visit

How places were offered in RBKC/ Westminster Schools in 2025/6.

[How places were offered for each school in the Bi-borough area](#)

[Starting secondary school | Royal Borough of Kensington and Chelsea](#)

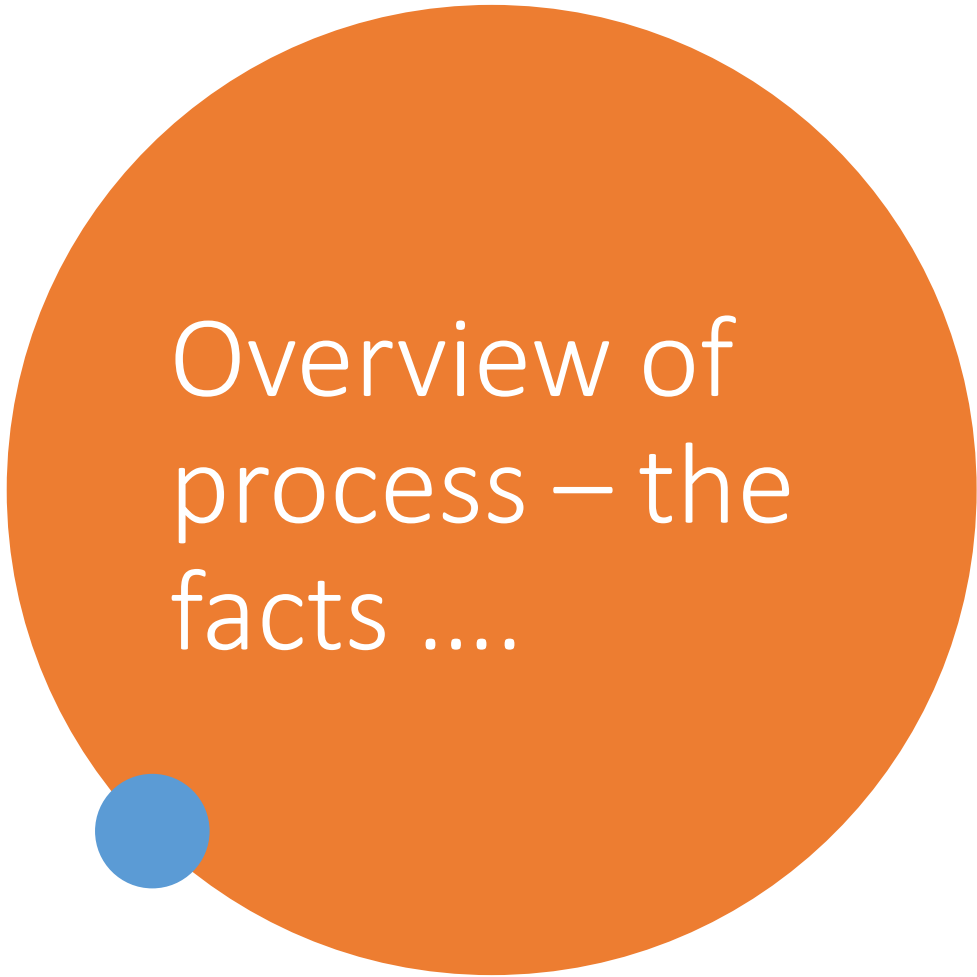
[RBKC - Secondary Admissions Brochure 2026 \(2\).pdf](#)

[Secondary transfer 2026 - schools with potential availability \(2\).pdf](#)



Hints and Tips Booklet 2026

[Starting secondary school | Royal Borough of Kensington and Chelsea](#)



Overview of process – the facts

- Parents must apply for a secondary school place at the *start* of their child's time in **Year 6**
- You have just **10 weeks to do this** – from
- **September 1st to October 31st - 2026**
- You make your application to the borough where you live and **where you pay your Council Tax**
- You can apply for **6 different schools**, including schools in other boroughs – remember to **use all your choices!**
- All applications are treated equally – **schools do not know if you have put them 1st or 6th**
- You should choose the schools where you most want your child to go
- but **make sure your choices are realistic!**

Banding/apptitude tests and SIFs.....

Some schools ask parents to complete an additional 'Supplementary Information form' or 'SIF'

Some schools expect your child to sit a banding test – if you apply to a school with a banding test, your child *must* attend and sit the test

If your child has aptitude in a subject e.g. music / drama or sports, you may also consider applying to such schools that specialise in these subjects. Your child can take an aptitude test at schools that offer the specialism

Information about banding/apptitude tests and SIFs will be explained at school open evenings or can be found on individual school web sites and in the '*Moving on Up*' information on the council web site.

When you apply online, you will be notified if there is an additional form to complete (SIF) or if your child must sit a banding test for a particular school you have applied for:

Preparing for Aptitudes Tests!

Some secondary schools will offer aptitude places. These are places Offered to your child because they are particularly good in a subject or activity.



Examples are, Sport, Drama, STEM, Languages, Art, ITC and so on:



To apply for an aptitude place, you must download the online form from the school website, fill it in, and get it back to them, by the **second / third week in September 2026.**

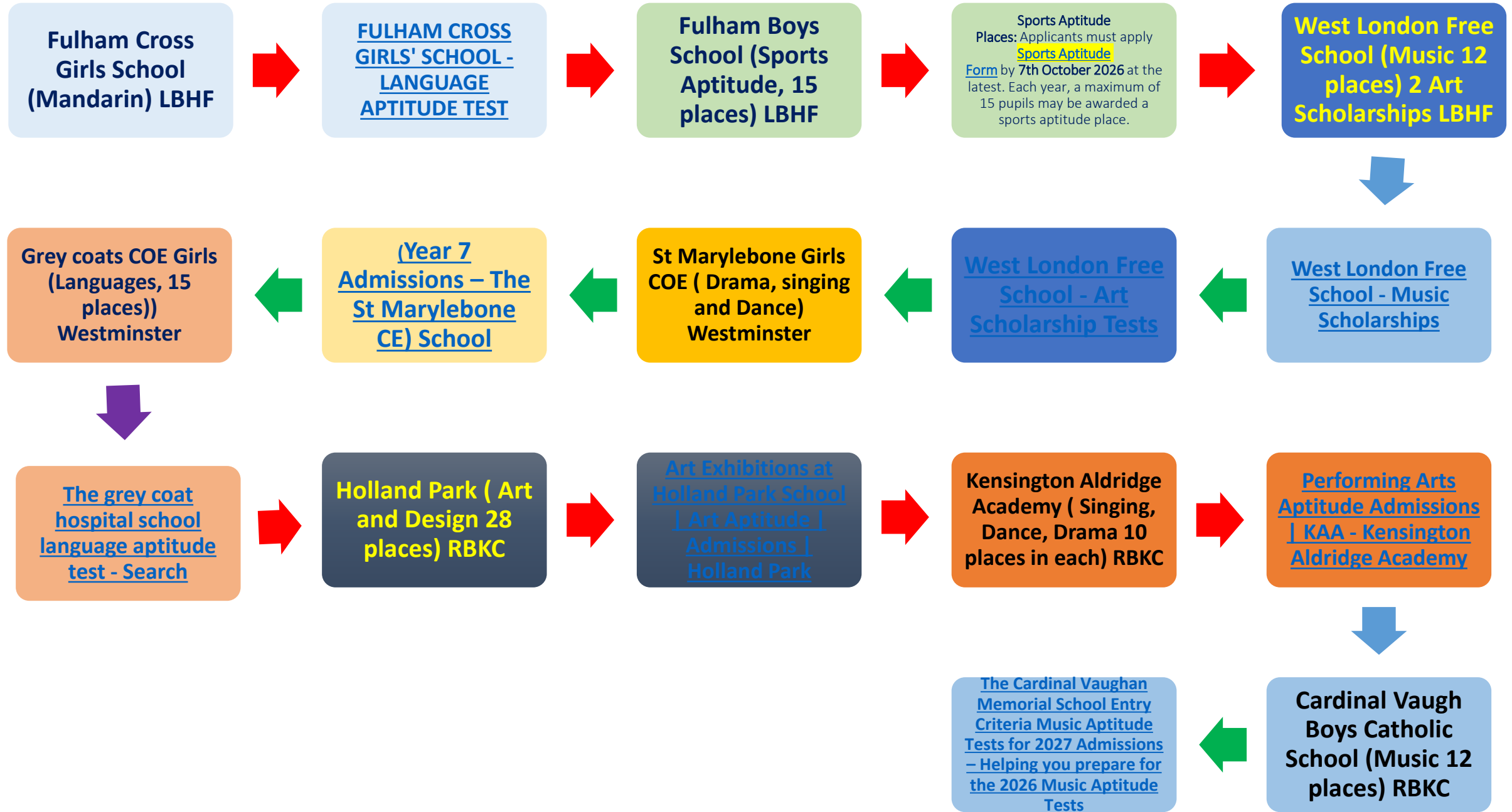


Most aptitude tests take place in **1st -2nd week in October 2026.**



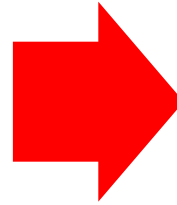
You will be informed in the last week of October 2026, if your child was successful or not, in being considered for an aptitude place.

Schools that offer Aptitude places in West London



Schools that offer Aptitude places in West London

**Ashcroft
Technology College
Wandsworth, 26
Places ICT**



Specialist aptitude
tests -
Wandsworth
Borough Council



Admissions - Year 7 music
scholarships | Discover
Music Scholarships Today —
Saint Cecilia's Church of
England School



**Saint Cecilia's COE
Secondary
9 places Foundation
9 Places open
In Music.**

Banding Tests (Verbal and Non-Verbal reasoning are more a demonstration of a student's cognitive skills than of his/her acquired knowledge)

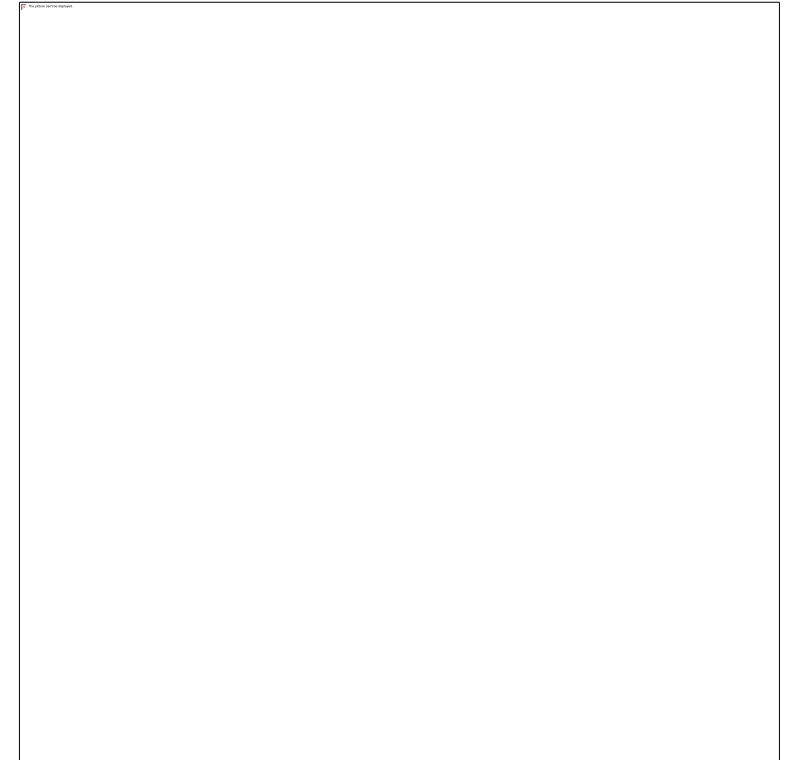
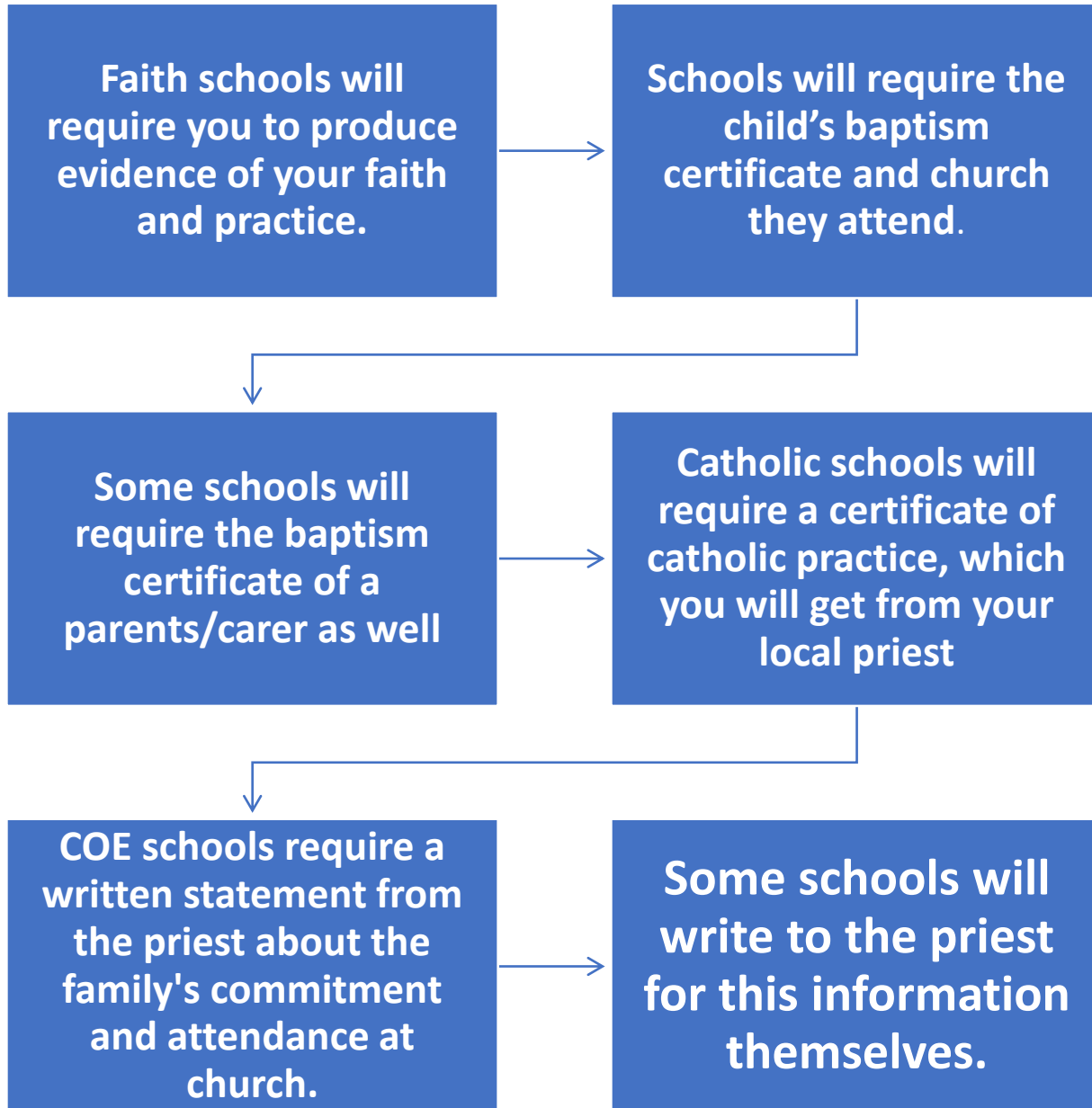
- **None Verbal Reasoning Test (Maths)**

- non-verbal reasoning focuses on shapes, patterns and visual logic.
- Measures problem-solving skills using visual clues like shapes, patterns, sequences and spatial awareness.
- non-verbal reasoning evaluates their ability to process visual information, think abstractly and spot connections.
- These skills are required for Maths, Sciences and economics.
- Multiple Choice
- Tests can be bought online, at waterstones, Foyles and WH Smiths.

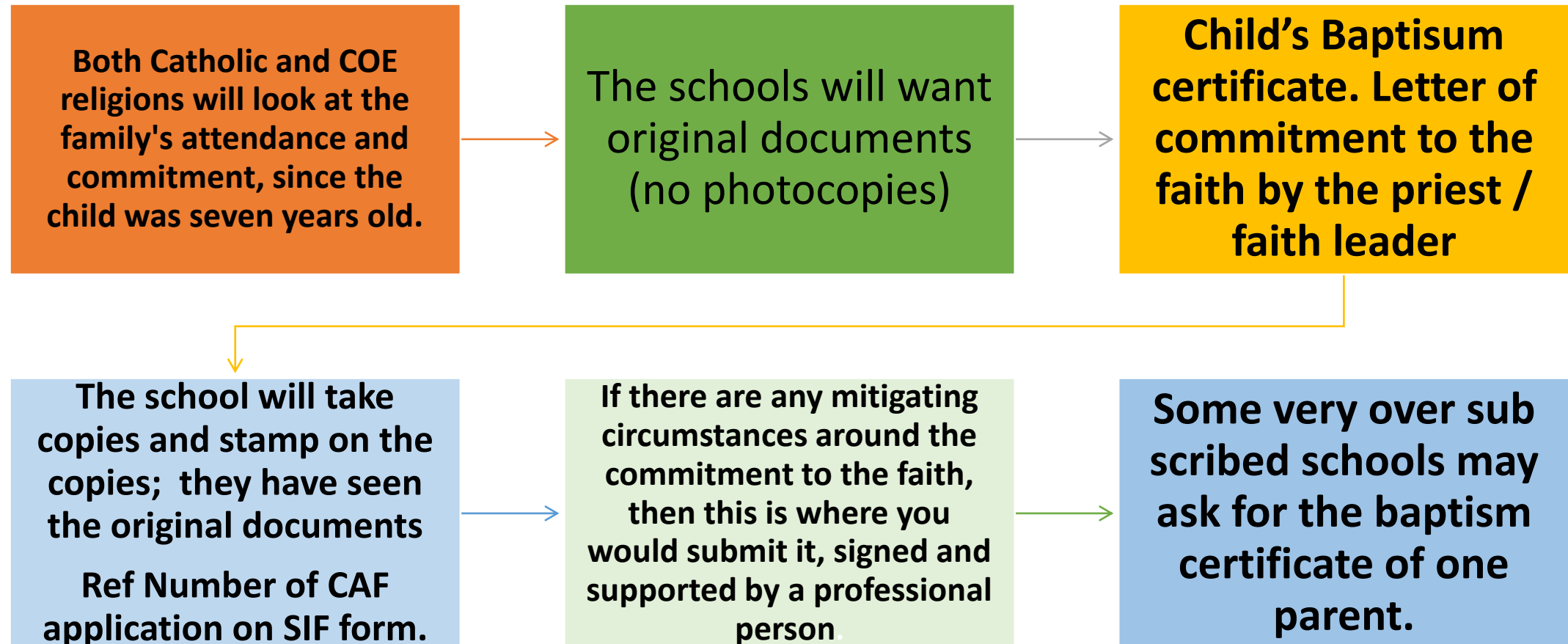
- **Verbal Reasoning Test (English)**

- Verbal reasoning is about words, language and logical thinking with language.
- Tests your child's ability to work with language. This might include vocabulary, grammar and problem-solving with words and numbers. Verbal reasoning often draws on skills your child is already developing through reading and writing in KS2 English lessons.
- Multiple choice
- Finish the sentence, test grammar, what tense is the sentence in, put in missing words and so on
- Tests can be bought online, at waterstones, Foyles and WH Smiths.

Gathering information for the SIF Application.



Gathering information for the SIF Application.

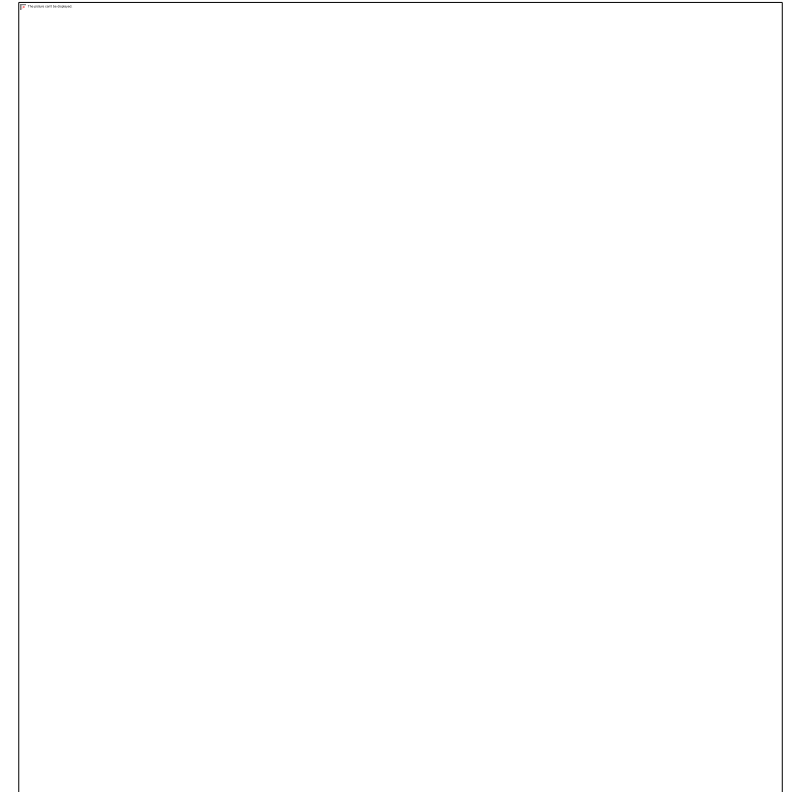


Over-subscription criteria

- Schools that are very popular will be oversubscribed and
- **They must all be clear on the way they allocate places**
- Priority must be given to children with an Education, Health and Care Plan (**EHCP**) and children who are/were Looked After by the local authority (**LAC/PLAC**)
- Some schools give **priority to siblings or the children of staff / governors at the school**
- Some schools will give **priority based on religious commitment** such as a **baptism certificate and /or church attendance**
- Some schools will consider a child with a **medical or social need**
- **Some schools will mention aptitude places**
- Some schools will **use distance as a criteria** and others will have a system of **banding and take a set number of children in each band**

Some things to consider.....

- **What is important to *you* in a school?** It could be **good exam results, a preference for a small/big school, a relatively easy/safe journey to school (even in the winter months), after school opportunities,** facilities such as theatre's, ICT suites, playing fields or music opportunities. All these are things to consider.
- Young people who **are secure and happy will learn more** – are the **things that are important to *you* - *are they*, the things that are important to your child?** – talk to them and involve them in their choices
- Arrange **to attend open evenings/days at any/all schools you are considering, with your child** (your **primary school will authorize your child's absence** to do this during the transition period)

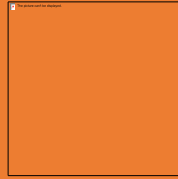


Some more things to consider.....

- When you visit, ask questions to **current pupils (who may show you around)** the teaching staff and the **head teacher, if possible**
- **Ask about lessons**, but also ask about things like **dinner times, bullying** and **support** for any **pupils who may need it**
- Ask about the **extra curriculum activities** and the **school clubs**
- It is useful to **talk to friends and neighbors**, who may have experience of a school you are considering, but **remember all children are different and schools can change**, so do not listen to idle gossip.
- - **make your own mind up**, based on *your* research with *your* child

And More

**What is important
in all schools, is the
teaching and
learning!!**

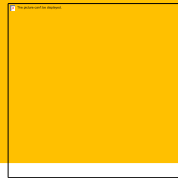


Although you may want to check out any previous Ofsted reports about the school, remember these can be very out of date – how is the school doing now?

Ask about Progress 8!



Education should never be solely concerned with GCSE results – are the children you meet when you visit, happy, confident and proud of their school?



Although modern facilities and buildings can be impressive, schools that are less well equipped can still be excellent and offer other important benefits

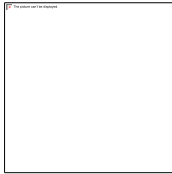


.....once you have made your choices, its time to apply!

Doing the application



You can **submit your secondary school application** any time **after September 1st** - "Moving on Up" brochure will be available, online to help with your choices but do visit schools as well



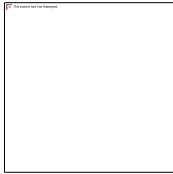
"Hints and Tips" will have open days /evenings dates and the times that schools will be open to the public, to view.



It is easy to apply online,



– check that your home address is in **Hammersmith and Fulham** and apply school.admissions@lbhf.gov.uk or you can go direct to www.eadmissions.org.uk



Register to create an account, follow the instructions and **complete the online application form** – your current school can help if you experience difficulties https://www.lbhf.gov.uk/sites/default/files/section_attachments/2021_eadmission_application_guidance.pdf

And more on doing the application

Applying online means you can change your preferences up until 11.59pm on October 31st – but remember to resubmit your form once you have made changes!

You can attach additional documents online and you will automatically receive a confirmation email once you submit your application

You can register your mobile phone number to receive reminder alerts

You will receive an email informing you that your outcome is available online during the evening March 1st.

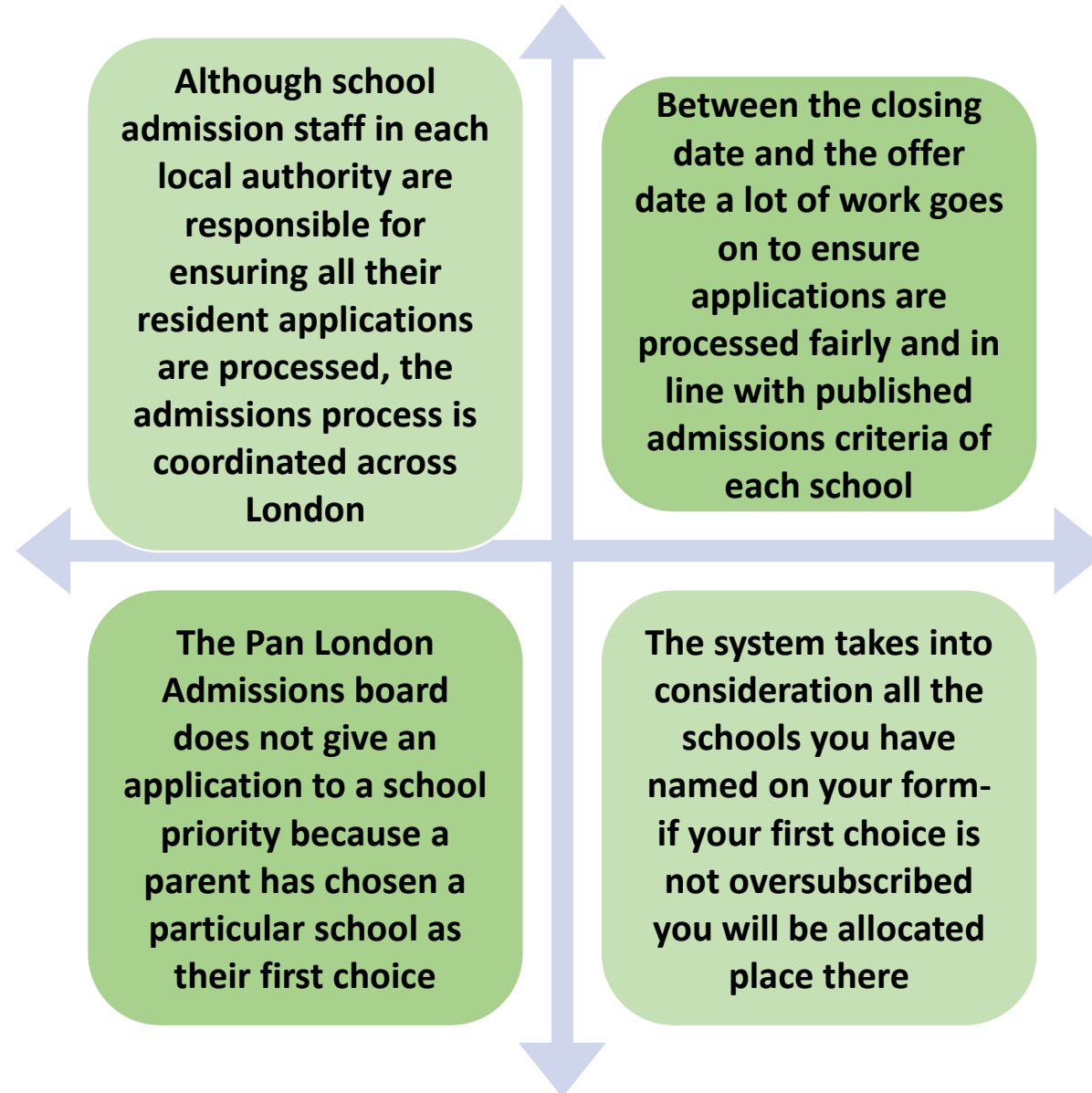
You will be able to accept or decline an offer of a school place online

But you can still get a paper application form from School Admissions if you prefer -telephone: **020 8753 1085**

(Mon – Fri,
9am -1pm)

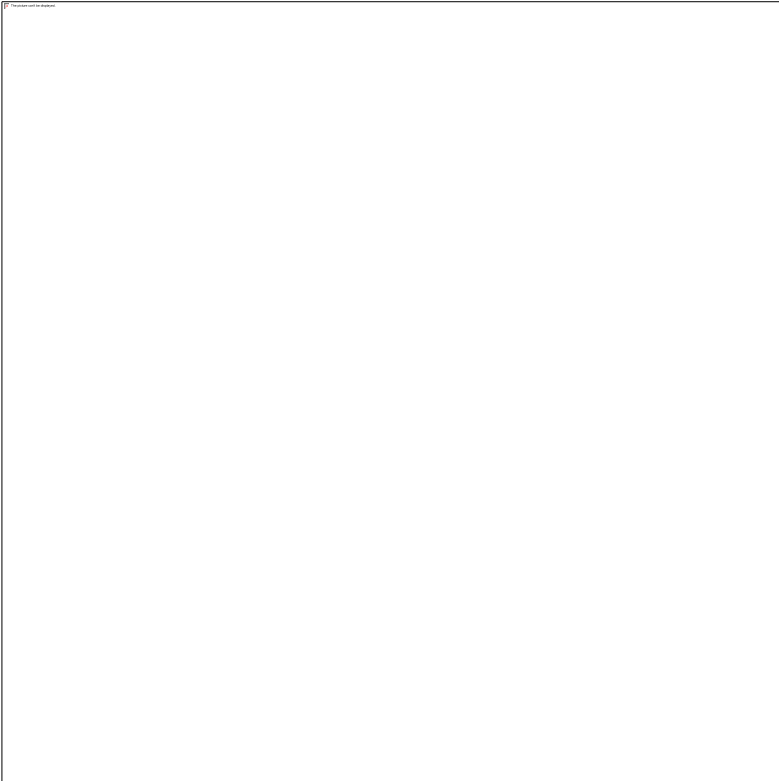
or email
school.admissions@lbhf.gov.uk

What happens next...



...What happens next

- If it is **oversubscribed**, the **admissions criteria for that school will be applied**
- Once the **system has worked out which schools on your form you qualify for**, then and only then the **school admissions team will look at your order of preference**
- You will then be **offered your highest preference choice** that has a vacancy
- You can **accept a place and still be on the waiting list** for a higher preference school
- If you **do not accept any of the offers made**, you will need to let the **School Admissions team know what plans you are making to educate your child**



Summary and key dates

September 1st - secondary application process opens - read the '*Moving on Up*' information and arrange to attend open days at any school you and your child are interested in

October 31st - once you have made your decisions, complete the application form (online if possible) and be sure to **submit it by October 31st**

March 1st - national offer day – all applicants who have completed the online application will receive email notification of their offer on the evening of March 3rd. For those who have opted to submit a paper application, offer letters will be sent out by post, March 1st

March 29th – the waiting list positions for schools held by local admissions teams will be available and further offers will be made, as a result of withdrawals from others

Dates for
further offers
in the
Transition
process:

Round	Offer date	Closing date
1	Monday 1st March 2027	Friday 12th March 2027
2	Friday 19th March 2027	Thursday 25th March 2027
3	Friday 16th April 2027	Thursday 22nd April 2027
4	Friday 30 th April 2027	Thursday 6 th May 2027
5	Friday 14th May 2027	Thursday 20th May 2027

Summary and key dates (cont..)

01

Finally, every child who wants a place in a Hammersmith and Fulham secondary school will be made an offer – if you are not happy with the decision you can appeal.

02

Appeals are heard by independent panels between May and July

03

If you have any questions, you can contact your current primary school or School Admissions staff can be contacted for advice- telephone: **020 8753 1085** (Mon- Fri 9am – 1pm) or email school.admissions@lbhf.gov.uk

Additional Information and websites.

[Clare_Market_Paper_25_Secondary_school_admissions_selection_and_banding_Final_10_April_2025.pdf](#)

[Home | eAdmissions](#)