



# Moving up to Secondary School

For parents applying for a  
Year 7 school place for September 2024

# Introduction

This leaflet gives you some information about your child's move to secondary school. It also tells you how to apply for their secondary school place.

Buckinghamshire has upper/all-ability schools and grammar schools. Most children will sit the Secondary Transfer Test. The result of this decides which sort of school is suitable for your child.

You will make your application for a secondary school to the Local Authority (LA) in whose area you live. If you live in Buckinghamshire you will be able to list up to six schools located in any area on your application. All LAs share preference information with each other, where necessary.

# Secondary Transfer Test

Children who go to a Buckinghamshire LA primary school will be able to take the Secondary Transfer Test. You must let your child's headteacher know if you do not want your child to take the test. Think whether a grammar school would be suitable for your child.

You should already have spoken to your child's headteacher if you think your child might not be able to access the Secondary Transfer Test. This might be because they have a disability or Special Educational Needs.

Make sure you speak to your child's headteacher if they are not in the normal year group for their age.

In July of Year 5 children will receive a Familiarisation booklet posted to their home address.

The Practice Test will take place in the autumn term of Year 6.

The timeline in this leaflet gives the dates for the Practice and Secondary Transfer tests. We will let you know your child's Secondary Transfer Test results on 13 October 2023. If your child does not qualify by scoring 121 or more, we will let you know what your options are.

# What to do first

Visit our website for information about moving up to secondary school and the Secondary Transfer Testing Process.

[buckinghamshire.gov.uk/admissions](https://www.buckinghamshire.gov.uk/admissions)

You will also find it useful to visit the website at key times throughout the year. If you do not have access to a computer, you can ask us to send you a copy of the information on our website.

The 'Find my child a school place' service on the website has admission information for all our secondary schools.

[buckinghamshire.gov.uk/find-a-school-place](https://www.buckinghamshire.gov.uk/find-a-school-place)

Visit schools' websites to see how they will be hosting open events to learn more about the school. Look into your nearest and catchment schools, even if you are not sure they would meet your child's needs.

# How are places allocated?

Sometimes schools have more applications than there are places available. In this situation we use admission rules to decide those children we should offer a place to. Information about admission rules is available from 'Find my child a school place.' You should check admission rules as different schools can have different rules. If you want to apply for a school in another area you should check their admission rules.

Some schools also have a supplementary form for you to fill in if you are listing it on your application. Check the School Directory available on 'Find my child a school place.'

Most grammar schools reserve some school places for children in receipt of free school meals/the pupil premium grant. Some of these places are allocated to children who have not automatically qualified for a grammar school place. Details can be found in individual grammar school admissions policies. Parents need to notify the grammar school(s) if they want their child to be considered under these criteria.

We use distance in the admission rules to help us work out which children to offer a place to. All Buckinghamshire schools use straight line distance.

Buckinghamshire LA operates an Equal Preference scheme. This means that the preference number you have given each school (1st - 6th) does not affect how likely it is that your child will get a place. If, during the allocation process, we can offer your child more than one school, we offer the place at the school listed higher on your application.

You should list the schools on your application in the order you would like them.

# How to apply

## - Buckinghamshire residents only

Please see the timeline in this leaflet.

You can apply online using a laptop, desktop, smart phone or tablet. Our system is safe and easy to use. Set up a username (your email address) and password. You can then fill in your child's details and list up to six secondary school preferences.

Apply online from 6 September 2023 at [buckinghamshire.gov.uk](https://www.buckinghamshire.gov.uk)

Once we have received your preferences, we will send an automatic email to confirm which schools you have applied for.

You can log back in to change your application at any time before the deadline.

You can apply online from a library if you don't have a computer at home. You might be able to use a computer at your child's current school. If you cannot apply online, you must let your child's school know and they will give you a paper form.

Make sure you apply by the deadline of 31 October 2023.

We ask you to provide us with evidence of where you live when you apply. See the website for a list of documents that you can choose from.

If you apply online you can log on to your account on 1 March 2024 to check the offer. You will also get this information in an email.

If you apply with a paper form, we will email/post you a letter on 1 March 2024.

# School Transport

We provide free school transport to eligible secondary school pupils in Years 7 - 11. To be eligible for free school transport your child must:

1. Attend their nearest suitable school. The nearest suitable school is determined at the point school places are allocated.
2. The nearest suitable school must be over the statutory walking distance of 3 miles.

We measure by road when deciding which is your child's nearest suitable school.

For your child to be considered for free school transport you must include your child's nearest school as a preference on your application. It does not have to be the highest preference. If your child's nearest school is not listed as a preference on your application, then we will not consider providing free transport to a school further away.

We do not provide transport to your catchment school, unless it is also the nearest suitable school. For grammar qualified children an upper/all-ability school may be their nearest suitable school.

To be clear, transport is not provided to a child's nearest grammar school if it is not the nearest suitable school as this is a matter of parental choice.

If you have an older child already attending your preferred school who gets free school transport, you must not assume that your secondary transfer child will also get free school transport.

Check if your child would get free transport to your preferred school. From 6 September our online Transport Checker will be ready for use for 2024 applications.

Also, make sure you are familiar with the School Transport Policy which is published on the Buckinghamshire Council website -

[School transport | Buckinghamshire Council](#)

If help with school transport is important to you, you need to think about this when making your secondary school application. Think also about how your child will get to school if they are not entitled to free school transport.

# More important information

Our website not only covers all the topics in this leaflet in much more detail but also includes -

- What evidence we need to see if you are moving to a new house
- How to apply for a school place and things to think about before you do this
- How to respond to the offer of a school place
- What you can do if your child does not qualify for grammar school or if we cannot offer the school you would like
- Information about Transition Day in July 2024. Your child will spend the day at their new secondary school.

In addition you can find information on:

- Making an application
- Secondary Transfer Testing and the results
- Secondary school offers

[buckinghamshire.gov.uk/admissions](https://www.buckinghamshire.gov.uk/admissions)

The 'Find my child a school place' service - enter your child's date of birth and postcode to:

- Find schools near to your address
- Check your child's entitlement to free school transport. This may influence your secondary school preferences and their order
- Apply for your child's secondary school place - from 6 September

There is also a School Directory which gives details of our secondary schools.

Allocation statistics will help you understand what has happened in previous years.

# Timeline

You need to know about these important dates if you live in Buckinghamshire.

## From June to October 2023

Learn about schools in Buckinghamshire using the School Directory in the 'Find my child a school place' service on our website. Visit schools' websites too.

## From 6 September 2023

Make your application online at [buckinghamshire.gov.uk](http://buckinghamshire.gov.uk) from this date.

## 12 and 14 September 2023

Children attending Buckinghamshire primary and Partner schools take the Practice Test followed by the Transfer Test.\*

\*For Children attending other schools, including out county schools, the dates above are provisional and will be confirmed at a later date.

**13 October 2023**

Secondary Transfer Test results released.

**31 October 2023**

Apply online by midnight on this date.

**1 March 2024**

We offer secondary school places.  
Parents who applied online will receive an email  
and can also log on to check which school has been  
offered.

We post offer letters where necessary.

# How to contact us

If you have a question that is not answered on our website, please fill in the Contact Us form at

[buckinghamshire.gov.uk/contactadmissions](https://www.buckinghamshire.gov.uk/contactadmissions)

Office hours:

9am - 5.30pm Monday to Thursday

9am - 5pm Friday