



Shacklewell Primary School  
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Executive Headteacher: Ms Nicole Reid  
Headteacher: Mr Rory McGrath

Thursday 3rd March 2022

Dear Year 6 Families,

By now you should have received notification of your child's secondary school. We know that some of you are happy with the outcomes and others have mixed feelings but I urge you all to read this guidance from Hackney Education very carefully. The guidance can also be found here- <https://education.hackney.gov.uk//secondaryoffers>

### Responding to the offer

All parents must respond to their offer by **Tuesday 15 March**.

- Online applicants **must** respond by logging into their online application and following the instructions in their offer email.
- Paper applicants must reply as per the instructions in their outcome email
- Responses will not be accepted over the telephone, via email or from schools on behalf of parents

### Alternative Offers

Where we have not been able to offer a place at any of the schools listed on the application, an alternative school has been allocated.

- This is normally the nearest Hackney school that had vacancies remaining after everyone who applied on-time was offered.
- These offers are indicated on offer list with 'No Pref Allocations in the 'Type of offer' column.
- Parents are under no obligation to accept an alternative allocation however, prior to 1 September, if they have not been successful gaining a place at one of their preferred schools, they will be expected to identify what provision they are making for their child's education.

### Advice for parents

**In all cases**, parents should be encouraged to accept the offer.

- Accepting the offer **will not reduce a family's chance** of being offered a place at a higher preference school. Parents may accept the offer and wait to see if they can be offered a place at a higher preference school.
- Declining the offer **will not increase a family's chance** of being offered a higher preference school.
- Once an offer is declined the place may be offered to the next applicant on the waiting list. If this happens then it may not be possible to offer the same school again. Any subsequent offer may be further away from home or at a school perceived as less desirable.

## Waiting Lists and further offers

Children are automatically included on the waiting list for all the Hackney schools listed on their application that were ranked higher than the offered school.

- Parents may contact the Admissions team via email or telephone for waiting list positions for Hackney schools.
- For schools outside Hackney, parents should contact the admissions authority for the school for details about how waiting lists are managed.

## Further offers

A second round of 'top-up' offers will be made in the week ending **1<sup>st</sup> April 2022** for Hackney residents. Children living in other boroughs will need to consult their local authority for information about further offers.

Any additional preferences or changes of circumstances must be advised to the Admissions team by **Friday 11 March** to be included in the second round.

A third round of 'top-up' offers will be made in the week ending **20 May 2022** for Hackney residents. The deadline for changes to be included in this round is **Friday 6 May 2022**.

Any vacancies that arise between May and the start of the 2022/23 academic year will be filled approximately every 4 weeks.

## Additional preferences

If parents are unhappy with the school they have been allocated, they can make a further preference for other schools. A list of schools in Hackney and neighbouring authorities that have vacancies or short waiting lists is available online at <https://education.hackney.gov.uk/secondaryoffers>

To add preferences, Hackney parents should email [secondary.transfer@hackney.gov.uk](mailto:secondary.transfer@hackney.gov.uk) before **11 March 2022**. They will need to include the child's full name and date of birth and the schools they wish to add in preferred order.

Families living in other boroughs will need to contact their home local authority for information about how to add preferences to their application.

## Appeals

The deadline to appeal is **31 March 2020**. Parents can find [appeal information and appeal forms for Hackney schools](https://education.hackney.gov.uk/admissionappeals) online at <https://education.hackney.gov.uk/admissionappeals>.

## Contacting Admissions

Parents can contact the Admissions and Pupil Benefits team as follows

Email – [secondary.transfer@hackney.gov.uk](mailto:secondary.transfer@hackney.gov.uk)

Telephone – 020 8820 7000 (Option 3) from 9am to 5pm

If you would like further information about options and next steps, please do not hesitate to contact me via the school office.

Kind regards,



Rory McGrath  
Headteacher