

Public

Dear Headteacher

Transfer to Secondary Education - September 2026

All on-time preferences received by the Authority for your school have now been assessed and are available for you to view on SAM by choosing the 2026/2027 Secondary Intake round and looking at your ranked applications. Any additional information provided by parents on the application form can be viewed on the child's individual preference, remember to check for attachments.

A home to school distance is given against each child as measured by the Authority's GIS system. This is measured by a **standard straight-line distance** from the postal address file, normally the house front door, to the nearest gate or entrance to the school. In some cases, following agreement with individual schools, the distance may be calculated differently to reflect a school's published admission arrangements. Please contact the Admissions and Transport Team on the above number if you wish to check on how the distances for your school are calculated.

You can use the display options in SAM if you wish to identify children resident in the normal area of the school, children with Education Health and Care Plans, siblings and Children in Care. You may find this helpful in the checking of assessments made by the Admissions and Transport Team.

If your school uses any criteria which requires supplementary information (e.g. Social/medical or staff) or uses a different distance tiebreaker this will not have been taken into account in the assessments and ordering. In such cases we will need to update the individual assessments and the ordering will also need to be revisited- please provide us with the details of the changes to be made.

When you have checked the assessments and ordering, if you require any amendments, please e-mail admissions.transport@derbyshire.gov.uk with exact details of the changes you wish to be made. We will then be able to confirm when these amendments have been made for you to view your updated list on SAM.

Preferences received after the closing date and deemed as “late” will appear as a late preference on SAM as they are input onto the Admissions System and marked with a red exclamation mark on the left-hand side. Once you have agreed your preference order list, we will inform you of any additional late applications as they are received. In accordance with the Co-ordinated Scheme all “late” preferences will be assessed by the Admissions and Transport Team in criteria order below all preferences received by the deadline.

The School Standards and Framework Act 1998 requires children with Education Health and Care Plans (EHCP) to be dealt with separately, although still within the context of the school’s Published Admission Number. Please see the letter previously circulated detailing the process for allocating places to pupils with an EHCP.

We would remind you of the priority that ‘Looked after Children’ are given under the School Admissions Code. This category now includes current children in care, including those children who appear to have been in state care outside of England and ceased to be so because they were adopted, together with those previously in care in England but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. Confirmation of each child’s status in relation to EHCP and being ‘Looked After’ is given as part of the preference information provided to you.

Once you have completed the checking of assessments and ordering and the list has been confirmed by your governors, please notify the Admissions & Transport Team by emailing admissions.transport@derbyshire.gov.uk. All school lists must be confirmed by **Friday 17th December 2025** and, if you have not already done so, a governors meeting should be arranged in order to comply with this date.

At this stage of the admissions process and to comply with the Data Protection Act, pupil data must not be imported into your school’s MIS system. Once the allocation process is complete an ATF file will be released for you to download from SAM. May I remind you that all **pupil preference information must be treated as strictly confidential until after National Offer Day on 2 March 2026.**

If you have any queries about individual preferences or advice on the application of the Scheme or admission arrangements, please contact The Admissions & Transport Team by email admissions.transport@derbyshire.gov.uk

Whilst writing may we remind you of the requirement to inform the Admissions & Transport Team of all admission appeals and their outcomes. This information is required for inclusion in the Authority’s annual admissions report and other statistical returns.

Yours sincerely

School Admissions and Transport Team