

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. 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 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 with Education Health and Care Plans, siblings and Children in Care. You may find this helpful in the assessment process.

Using SAM you will need to assess and rank the preferences in priority order in accordance with your school's published admissions criteria. You should indicate against each preference the criteria/numbering under which the preference is determined. For full information on how to complete the assessment and ranking of preferences using SAM please see SAM user guide for own admission authority schools.

Preferences received after the closing date and deemed as "late" will appear on SAM as they are input onto the Admissions System and will be marked with a red exclamation mark on the left hand side. In accordance with the Co-ordinated Scheme all "late" preferences should be placed in criteria order below all preferences received by the deadline. Staff from the Admissions & Transport Team will liaise with you on the procedure for dealing with any further late preferences as they are received.

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 www.derbyshire.gov.uk

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 and those who appear to have been in state care outside of England and ceased to be in state care 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. You can simply view all children from both these categories by using the appropriate filter on the rankings screen in SAM.

Once you have completed the assessment and ranking of preferences 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 12th 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 we 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 and 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