

**Secondary School Casual admissions process**

1. Casual database is run fortnightly to allocate any available places.
2. Parent rings Customer Service Centre or admissions teams in the quadrants requesting casual admissions pack.
3. Years 7, 8, 9 and 10 (plus 5 and 6 in middle schools):-  
Form returned to admissions teams and pupil's details entered on the Casual database.  
Year 11:-  
Form passed to the Student Services Manager/Assistant for consideration of how educational provision can be best matched to student's needs.
4. Home to school measurements done manually on GIS and entered on database.
5. Children attending Herts Maintained Schools:-  
Letter is sent to child's current school advising the school that the parent has submitted a casual application.  
If applications are received for children who have not moved area, the Student Services Managers will speak to the parent and the current school before any decisions are made. This is to find out the reasons for seeking a transfer and to encourage parents to resolve attendance and behavioural difficulties at the current school.  
Children not attending Herts Maintained Schools:-  
Form processed without delay.
6. Hertfordshire pupils not currently attending a school are written in to a school with places without delay.
7. Before database is run, school numbers on roll are checked and amended by admissions teams. Dates on roll are entered for any previously allocated pupils who have now started at the school.
8. Allocated pupils are sent offer letters and response form; allocated school is sent a letter asking them to contact the parent within 5 days.
9. Lists are sent to schools of allocated pupils, asking them to complete information and return when pupil goes on roll.
10. When response form is returned, response is logged on database, and pupil becomes permanently allocated.