Secondary transfer 2027

Schools Guide to Admissions for 2027 entry

A guide for Headteachers, school staff and admissions officers involved in the Secondary, Upper and UTC admissions process

Hertfordshire County Council
Admissions and Transport, CHR 102, Farnham House, Six Hills Way, Stevenage, SG1 2FQ

Hertfordshire

ADMISSIONS & TRANSPORT SERVICE

Serving the District Council Areas of:

Broxbourne
East Herts
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Hertsmere
St Albans
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Admissions and Transport
CHR 102
Farnham House
Six Hills Way
Stevenage
Hertfordshire
SG1 2FQ

Introduction and Contents

This document is a guide for Headteachers, school staff and admissions officers involved in the secondary transfer process. It details the entire application and allocation process including key dates and events.

It also provides detailed information about the main IT systems used for exchange of data between schools and the Admissions and Transport team.

Introduction and Contents 3

Key dates: Hertfordshire School Admissions for 2027 4

Hertfordshire County Council – Admissions and Transport Team Contact List 5

Important Information about Secondary Admissions 12

- Making applications 12
- Online admissions 12
- Late applications 13
- Children out of year group 14
- Summer Born Children 14
- Determined admission arrangements and the coordinated scheme 15
- How to access application and allocation information 16
- Addresses and Moving House 17
- Measuring home to school distances and nearest school 18
- Offer Emails/Letters 18
- Continuing Interest (CI) 19
- Home to School Transport 20
- How Headteachers and School Admission Officers can help 21

IT Systems for Schools 22

SOLERO - Troubleshooting 23

Guide to SeAM/SAM (Schools electronic Admissions Module) 24

Key dates: Hertfordshire School Admissions for 2027

ADMISSIONS PROCESS	UNDER 11s Applying for a school place 2027	SECONDARY Moving On 2027
Date of birth	01/09/22 - 31/08/23 **(primary, infant, first)*** 01/09/19 - 31/08/20 **(junior)** 01/09/17 - 31/08/18 **(middle)**	01/09/15 - 31/08/16 **(secondary)** 01/09/13 - 31/08/14 **(upper)** 01/09/12 - 31/08/13 **(Year 10 – Studio – UTC)**
School start date	September 2027	September 2027
Number of Hertfordshire applications (approx.)	13000	14500
Date literature sent out	Leaflets distributed week commencing 26 October 2026 Information available online & from CSC	Leaflets distributed week commencing 1 September 2026 Information available online & from CSC
Application process opens for 2027/28	2 November 2026	1 September 2026
	www.hertfordshire.gov.uk/admissions Paper applications must be sent direct to the Admissions & Transport Team	
Open events	Information is available in the School Directory for middle schools only. Parents must contact primary/junior schools direct.	Leaflet distributed via current schools to Year 5 and Year 7 children in July 2026. Information is also available on School Directory.
Application deadline	15 January 2027	31 October 2026
Deadline for submitting late reasons	1 February 2027	1 December 2026
Last date for change of address and exceptional circumstances	1 February 2027	1 December 2026
Last date to make a late application online (to be considered for allocation day)	1 March 2027	29 January 2027
Last-minute forms	Transfer call to Admissions and Transport Team	Transfer call to Admissions and Transport Team
Date allocation letter sent/received	Sent 16 April 2027 to those who applied on paper	Sent 1 March 2027 to those who applied on paper
	Received 17 April 2027	Received 2 March 2027
Date allocation email sent	Despatched morning of 16 April 2027	Despatched morning of 1 March 2027
Date allocation available online	16 April 2027 (morning, only after email despatched)	1 March 2027 (morning, only after email despatched)
Deadline for response to allocation	23 April 2027	8 March 2027
Deadline to opt out of rollover to CI 1	23 April 2027	8 March 2027
Online system opens for CI 1 (Option 2 schools only)	16 – 23 April 2027	1 March – 8 March 2027
Deadline for change of address for CI1	23 April 2027	8 March 2027
CI 1 (no change of preferences)	Week commencing 10 May 2027	Week commencing 22 March 2027
Online system opens for CI 2 (all schools)	17 - 24 May 2027	29 March – 9 April 2027
Deadline for change of address for CI2	24 May 2027	9 April 2027
CI 2 (including preference changes)	Week commencing 14 June 2027	Week commencing 26 April 2027
Last date to make a late application online	24 June 2027 (junior/middle) 22 July 2027 (primary)	24 June 2027 (upper/Yr10) 22 July 2027 (secondary)
Appeals Information	Submission deadline: 17 May 2027 at 4pm Hearings: 10 June – 19 July 2027	Submission deadline: 12 April 2027 at 4pm Hearings: 29 April – 15 June 2027 (excluding 3 May, 31 May – 4 June)

Hertfordshire County Council – Admissions and Transport Team Contact List

Admissions and Transport team address
Hertfordshire County Council (CHR102), Farnham House, Six Hills Way, Stevenage, SG1 2FQ
Generic Admissions and Transport Process team email address
transfer.admissions@hertfordshire.gov.uk

Managers		Email address	Contact number
Greg Holmes	Transfer and Appeals Manager	greg.holmes@hertfordshire.gov.uk	01992 588530 x 28530
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Process team		Email address	Contact number
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Vacant	A&T officer: 3 Rivers, Bushey, Borehamwood, Radlett & Shenley	transfer.admissions@hertfordshire.gov.uk	01992 555909
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Jack Dodkins	A&T officer: Bishop's Stortford, Sawbridgeworth, Cheshunt, Waltham Cross, Hoddesdon and	jack.dodkins@hertfordshire.gov.uk	01992 588051 x 28051
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Central team		Email address	Contact number
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Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
w/c 31 August 2026	The secondary transfer leaflet will be sent electronically to all primary, junior and middle schools for year 6 pupils (secondary) and year 8 pupils (upper) transfers. A poster will also be sent electronically to all schools. The paper version of the secondary and upper admissions webpages will only be sent to parents on request, otherwise all information is available online. A paper application form is also available on request.	Primary, junior & middle schools to electronically distribute the leaflet to parents/carers of all Year 6* and Year 8 pupils living in Hertfordshire. Schools can also access the leaflet from Hertfordshire's Grid at http://www.intra.thegrid.org.uk/admissions/ *Schools need to be aware that this information also applies to Hertfordshire children who are currently being educated outside of their normal cohort, i.e. those in current Year 5 but are chronologically Year 6. All schools to display the admission poster in an area accessible to parents.
1 September 2026	Online application system goes live at www.hertfordshire.gov.uk/admissions Parents can apply online. Information regarding the secondary transfer process is also available online at the above website. Parents/carers can download Supplementary Information Forms (SIFs) and view individual school Open Events using www.hertfordshire.gov.uk/schooldirectory	▪ Refer parents to www.hertfordshire.gov.uk/admissions. ▪ Explain that parents must fill out SIFs (Supplementary Information Forms) if appropriate for the school. ▪ Advise parents to carefully read the admission rules for schools they want to apply to (they can do this online). If a school receives more applications than there are places available, the admission rules will be used to determine who gets a place. ▪ You can view applications to your school. Online applications will show in SEAM once downloaded by the Central team, applications will be downloaded periodically throughout the process. ▪ Paper forms will be processed on receipt and details of these applications will be available via SEAM as they are processed. ▪ Checking SEAM will help you to check that you have received any applications that you were expecting. ▪ This will help voluntary aided and foundation schools and academies to cross-check applications received on Hertfordshire County Council's online application form with SIFs they have received and vice versa. ▪ Please contact Hertfordshire parents/carers if you have received a SIF from a parent but cannot see a Hertfordshire application form on SEAM. ▪ Display HCC's poster advertising the admission processes and deadlines.

Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
1 September 2026 – 31 October 2026	Primary/Junior/Middle schools	Check SEAM that all children have made an application where appropriate (Year 6 children – Primary/Junior and Year 8 children – Middle). Summer born children who are being educated outside their chronological age group (in year 5) are advised they apply now to delay their entry to Secondary School (until September 2028).
September / October 2026	Open Events take place	▪ Secondary, Upper and UTCs host Open Events and parent/carer visits to the school. ▪ If you agree to see one family or parent/carer individually to offer advice concerning admissions, it is vital that you agree to see all that ask. ▪ Log your contact with parents/carers over admission matters and keep copies of all communications. ▪ In at least one of your school newsletters please stress the secondary application deadline of **31 October 2026** and importance of making an on-time application. ▪ If parents apply on paper, we recommend that the application is received by **24 October 2026** for their application to be processed and acknowledged in good time.
1 –7 September 2026	All schools should check their School Directory entry on www.hertfordshire.gov.uk/schooldirectory	Please use the following link to view the School Directory: www.hertfordshire.gov.uk/schooldirectory Schools must check and update their information via SOLERO and also the DfE's 'Get Information About Schools' service (www.get-information-schools.service.gov.uk) to ensure that their school entry is accurate.
14 – 23 September 2026	Own Admitting Authorities setup oversubscription criteria – Secondary & upper schools and academies/UTCs using their own admissions criteria.	Confirm the criteria/bands needed in SEAM for use when ranking applicants to your school. The Admissions & Transport Team will send you an email with more information on how to complete this.
1 September – 31 October 2026	Secondary & upper schools, academies and UTCs using own admissions criteria.	Cross-check SIFs (Supplementary Information Forms) with CAFs (Common Application Forms) made through home authority.
5 October – 6 November 2026	Secondary & Upper schools & academies using HCC admission rules (or similar) and for whom HCC are allocating.	▪ Complete "Sibling" validation checks in SEAM. ▪ Complete "Children of Staff" validation checks in SEAM (if relevant). ▪ Complete "Linked/Feeder School" validation checks in SEAM (if relevant). ▪ Provide "Social/medical" decisions to your admissions and transport officer for entry into Synergy (if relevant). Please refer to the SEAM training documents on the Hertfordshire Grid for more information on how to complete these tasks.

Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
5 October – 6 November 2026	All Primary/Junior/Middle schools	Perform address checks in SEAM. Please refer to the SEAM training document on the Hertfordshire Grid for more information on how to complete this.
31 October 2026	On-time deadline for parents/carers to apply online or return paper application forms to the Admissions and Transport team. **Paper forms must <u>not be</u> returned to a child's current school. They must go to the Admissions and Transport Team and be received by the deadline.**	Advise parents/carers that they should: ▪ apply online by **31 October 2026** ▪ only complete paper forms if they do not have internet access, paper forms must be returned direct to the Admissions & Transport Team by **31 October 2026.** If parents miss the deadline they should still apply online as soon as possible. The online system will be open for late applications to be considered on allocation day until 29 January 2027 and continue to be open for late applications until the end of the summer term. Those who have exceptional reasons for submitting a late application must make a case in writing to the Admissions & Transport Team before 1 December 2026.
1 December 2026	Last date for parents to: • submit reasons as to why their application was late and for it to be considered on time • notify the admissions team of their new address (and proof of residence) for it to be considered in the allocation process.	
4 December 2026 – 31 December 2026	Secondary/upper schools, academies and UTCs using own admissions criteria. A provisional list of applications to own admitting authority schools and academies (with home-school distances) will be available to view in SEAM.	Rank your applications according to your admissions criteria on SEAM. ▪ Please refer to the SEAM training document on the Hertfordshire Grid for information on how to rank your applicants. ▪ You can also contact your Admissions & Transport Officer for further advice. Please complete your fully ordered allocation lists **by Thursday 31 December 2026. All applications must be ranked.** It is advisable to aim to complete this before the Christmas break (by 18 December) to allow time for checking.
11 –15 January 2027	Hertfordshire iterations.	Secondary/upper schools, academies and UTCs – a member of staff with admissions responsibility **must** be available at all times during the school day to deal with ad hoc queries from the admissions team during this period.
29 January – 12 February 2027	PAN London iterations.	Secondary/upper schools, academies and UTCs – a member of staff with admissions responsibility **must** be available at all times during the school day to deal with ad hoc queries from the admissions team during this period.
29 January 2027	Last date to make a late online application that will be considered on allocation day.	Primary/Junior/Middle schools – ensure any parents who have not made an application prior to this date; make an application online as soon as possible. For example, children who may have started at the school in Year 6 (primary/junior) or Year 8 (middle) since the start of the academic year.

Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
2 – 4 February 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Rank your late applications according to your admissions criteria on SEAM (if you have not already done so). Please refer to the SEAM training document on the Hertfordshire Grid for more information.
1 March 2027	**National Allocation Day** Online applicants will receive an email, with a link to download their allocation letter which will advise them of the school they have been allocated. Online applicants may also view their allocation at www.hertfordshire.gov.uk/admissions during the morning of 1 March 2027 only after all allocation emails have been sent. **Offer letters will be sent by first class post only to those who applied on paper and did not provide an email address.** The **'What Can You Do Now?'** information will be available for all applicants online and will be sent to paper applicants who were not allocated their first ranked school.	If you send parents/carers welcome packs, please send them after **1 March 2027** so parents/carers receive the formal offer from HCC first. This avoids confusion about the formal offer of a school place. Point parents with unsatisfied preferences to the post-allocation pages on www.hertfordshire.gov.uk/admissionsoptions Online applicants will be able to access this information direct via their allocation email. The '**What Can You Do Now?**' leaflet will be sent to paper applicants who were not allocated their first preference.
1 – 8 March 2027	Online system opens for new applications to some Hertfordshire schools and schools outside of Hertfordshire only (for CI1)	
1 – 8 March 2027	Secondary/upper schools, academies and UTCs.	Schools to track acceptances/rejections in SEAM and collate list of children to be allocated at CI1.
8 March 2027	Last date for parents to accept or decline their allocated school place. This can be done online, or by returning the paper response form to the admissions and transport team. Last date for parents to 'opt-out' of continuing interest lists (online or through the Admission and Transport team).	Schools can view acceptances/rejections via SEAM.
9 – 16 March 2027	Schools chase non-responders.	Schools to contact parents who have not responded to the allocation letter.

Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
11 March 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Schools can access new preferences for inclusion with CI1 rankings in SEAM.
16 March 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Deadline to submit list of additional allocations to be made at CI1. **Please do not attempt to load the allocations to SEAM**. Send the list direct to your admissions officer.
22 – 26 March 2027	**First round of Continuing Interest** Allocation emails sent to parents who applied online and letters posted first class to paper applicants who did not provide an email address (results will normally be sent out on the Thursday)	If you send parents/carers welcome packs, please send them after **27 March 2027** so parents/carers receive the formal offer from HCC first. This avoids confusion about the formal offer of a school place.
25 March – 1 April 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Schools to track acceptances/rejections in SEAM.
29 March – 9 April 2027	Online system opens for CI2 applications (applications can be made for any school).	
1 April 2027	Deadline for parents to respond to CI1 allocation.	Please **DO NOT** accept/reject an offer on the parent/carers behalf on SEAM. Advise parents to accept/reject online if they made an online application or to return the paper response form to the admissions and transport team. Schools can view online acceptances/rejections in SEAM.
9 April 2027	Last date for parent to make an online application for consideration at CI2.	
12 April 2027	Deadline for submission of appeals - 12 April at 4pm Hearings: 29 April – 15 June 2027	
15 April 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Schools can view applications made to their school for CI2 in SEAM.
21 April 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Deadline to submit list of additional allocations to be made at CI2. **Please do not attempt to load the allocations to SEAM**. Send the list direct to your admissions officer.

Secondary transfer timetable 2027		
Date	**Who / Event**	**Actions which schools are expected to carry out**
26 April – 30 April 2027	**Second round of Continuing Interest.** Allocation emails sent to parents who applied online and letters posted first class to paper applicants who did not provide an email address (results will normally be sent out on the Thursday).	If you send parents/carers welcome packs, please send them after **1 May 2027** so parents/carers receive the formal offer from HCC first. This avoids confusion about the formal offer of a school place.
From 6 May 2027	Secondary/upper schools, academies and UTCs using own admissions criteria.	Schools to track acceptances/rejections in SEAM and inform admissions team of any ad hoc allocations which need to be made.
24 June 2027	Last date to make a late application online for upper school.	From 28th June, parents/carers will need to visit www.hertfordshire.gov.uk/inyear for information on how to apply or remain on continuing interest for a Hertfordshire upper school.
From July 2027	Start thinking about any changes that will need to be made to your School Directory entry.	No paper version of the school directory will be created, instead your entry on www.hertfordshire.gov.uk/schooldirectory will be updated. Further information about updating your entry will follow in the summer term.
22 July 2027	Last date to make a late application online for secondary school.	From 23rd July, parents/carers will need to visit www.hertfordshire.gov.uk/inyear for information on how to apply or remain on continuing interest for a Hertfordshire secondary school.

Important Information about Secondary Admissions

The information contained in this section will enable you to help parents/carers through the admissions process.

Making applications

Application forms - Legal application to any school
Hertfordshire County Council's application form (online or paper) is the legal application to any maintained school or academy in Hertfordshire (including Year 10 applications for a place at UTCs). If a child lives outside Hertfordshire, they must use their own authority's application form.

Voluntary aided, foundation schools and academies, including free schools and UTCs, in Hertfordshire will not be able to consider an application to their school unless it has been made direct to Hertfordshire County Council, either online or on the paper application form. Completion of the school's own SIF alone is not enough. The exception to this is new schools/academies in their first year of approval that do not have to or may not be able to take part in the coordinated application process.

Paper applications must be returned direct to the Admissions & Transport Team. Parents are advised to obtain proof of postage.

Online admissions

Please help us to encourage online applications. Parents can access all the information they need, and can make an application for a school place at www.hertfordshire.gov.uk/admissions

As last year, information on both the application process and schools will be available via live webpages and all school-based information will be accessible through the updated and extended school directory.

Admissions information is available at www.hertfordshire.gov.uk/admissions
School information is available at www.hertfordshire.gov.uk/schooldirectory

A paper application form and a printed version of the web content will be available from the Admissions & Transport Team. Paper applications must be returned direct to the Admissions & Transport Team. We recommend applicants obtain proof of postage as evidence that their application was submitted on time.

School directory

The school directory includes all the information necessary to assist parents/carers in making their application this year. This has been compiled using the school information you keep up to date via SOLERO (name, email address, phone number etc.), information from the Admissions team (PAN, rules summary etc.), as well as other information from a number of other sources within the county council (Number on roll, Performance & Ofsted).

In the first few weeks of term, please find your school's entry at www.hertfordshire.gov.uk/schooldirectory and check the accuracy of the content. This will be the information that parents use to determine what schools they apply to, so it is vital that it is accurate.

If any of the published information is incorrect, please complete the 'Your School Details' form on SOLERO and submit it to the Data Collection Team or contact your Admissions Officer to request changes that cannot be reported on the SOLERO form.

Please remember to update your school entry (via the SOLERO form) throughout the year if any details change, for example a new Headteacher or change of email address. It is your responsibility to keep your school directory entry up to date.

Late applications

Applications received after **31 October 2026** will be treated as late. If parents/carers have exceptional reasons for their late application, they must write to us, including professional evidence/documentation to support their case, by **1 December 2026.** A panel of officers will meet to consider each case. If they believe the reasons are compelling, the panel may agree that the application can be considered on time.

We will notify any voluntary aided and foundation schools or academies (including free schools and UTCs) if applications have been agreed as on time and these applications will then appear for you to rank on SEAM. Applications received **after 1 December 2026** cannot be considered 'on time'.

Supplementary Information Forms (SIFs)
We clearly state the importance of SIFs in our publications and on our website. Please remind parents/carers who submit a SIF that they must also complete the HCC form (or their home LA's form if they do not live in Hertfordshire). Any SIFs sent to the Admissions team in error will be forwarded to the school concerned.

Children out of year group

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel makes decisions based upon the circumstances of each case including the views of parents and relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing bodies of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school, however some have delegated these responsibilities to HCC. If you are unsure about whether you have delegated this responsibility to HCC, please contact your Admissions & Transport Officer.

Summer Born Children

If a child is summer born and delayed their entry to Reception and is therefore currently being educated a year below their chronological age group in Year 5, parents need to apply to delay their application for a secondary school place until the following academic year (September 2028).

However, parents should be aware that the School Admissions Code states that the decision to admit a child out of year group a year later than usual remains a matter for individual schools' admission authorities.

However, a letter from Baroness Barran in July 2022, Parliamentary Under Secretary of State made clear that the DfE will no longer be seeking to amend existing legislation for summer born admissions and stated

> *"it can rarely be in the best interests of a child to miss a year of school. I would like to take this opportunity to remind admission authorities of the advice for local authorities and school admission authorities on the admission of summer born children which asks admission authorities to take into account the fact that the child has been educated in a different year group to that point and, unless there are sound educational reasons to do otherwise, the assumption should be that the child remains outside of their normal year group. Children educated out of year group should not be disadvantaged at secondary transition."*

Following the closure of applications on 31 October 2026, own admitting authority schools will be contacted and asked to confirm whether summer born applications will be processed for the September 2028 intake.

Determined admission arrangements and the coordinated scheme

Hertfordshire County Council's determined admission arrangements
The county council's determined admission arrangements and coordinated scheme for 2027 are available to view at www.hertfordshire.gov.uk/admissions under the 'Research schools' section.

Please ensure that you are familiar with the coordinated admissions scheme which ensures that all applications are processed in accordance with the same procedures throughout Hertfordshire and ensures that every Hertfordshire resident receives one offer of a school place.

PAN-London and coordinated admissions
We work closely with our neighbouring authorities to ensure that every child has one offer of a school place. The names of applicants' resident outside Hertfordshire applying to Hertfordshire voluntary-aided, foundation schools and academies will appear on SEAM for you to consider in the usual way. We will let the relevant authority know if you are able to offer a place to one of their residents.

How to access application and allocation information

Schools Electronic Admissions Module (SEAM)

SEAM is the interface schools use to access pupil application information held in Synergy. Applications will be downloaded periodically and will be viewable for schools via SEAM from October 2026. Checking SEAM regularly will help you to check that you have received any applications that you were expecting and access the information you need to administer the Secondary process via SEAM.

After 31 October 2026 once all the applications are in our database, you will be advised that your final list of applications is available. Please note that applications are subject to change up to and including the late date of 1 December 2026.

Please see page 24 of this document for instructions on how to access SEAM. A list of SEAM guidance already available is on page 33 and can be accessed via the Hertfordshire Grid. However, if you do experience difficulties, or require additional advice please contact your Admissions and Transport Officer in the first instance.

Addresses and Moving House

Moving House
Parents must apply providing their child's permanent current address on **31 October 2026**.

If the family move house after **31 October 2026,** they must provide us with either:

- A letter from their solicitor showing that their completion date is **on or before 1 December 2026**,
  OR
- A signed tenancy agreement showing that your tenancy began **on or before 1 December 2026**. Where the tenancy arrangement does not include a fixed term, or where additional evidence is required to confirm that the address is the child's normal place of residence, we may request further proof of address and verify this through the Shared Anti-Fraud Service.
  AND
- evidence that the child is resident at the new address **on or before 1 December 2026**, for example utility bills or child tax credit information.

If we receive evidence of a move after this date, we will not be able to use the new address to process the application. We will, however, ensure that the offer letter is sent to the new address.

For more information about moving house and addresses see www.hertfordshire.gov.uk/admissions

Fraudulent or misleading information
Please inform us if you believe that an applicant may have provided false or misleading information on their application form. We will implement our investigation procedure and keep other admission authorities informed. We will withdraw a school place if it is shown that fraudulent information has been used to obtain it.

Measuring home to school distances and nearest school

Distance Measurement
All home-school distances, for admission allocation purposes, to community, and voluntary controlled schools and schools/academies using the county council's oversubscription criteria, are measured by straight line distance. Many foundation, voluntary aided schools and academies also use this method of distance measurement. The home to school distance measurements will be provided in SEAM for each applicant in mid-December.

Distances are measured along a straight line between a child's address and the relevant school(s). A computerised mapping system is used, accurate to two decimal places. The measurement is taken from the AddressBase Premium address point of the child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school.

Most own admitting authority schools and academies use the county council's measurement system, as outlined above; however, some schools use a different definition. Please ensure your school's determined admission arrangements accurately reflect the measurement methodology used and be prepared to give copies/explanations to parents. If your school uses a different measurement system, or different address points, you cannot use the measurements available in SEAM for allocation purposes.

'Find your nearest school' **(www.hertfordshire.gov.uk/admissions)** is a web service which provides parents/carers with a list of nearest schools to their home and the distance to these schools (as outlined above). It also states whether the school is used as a 'nearest school' (HCC's definition). Parents without internet access may call our Customer Service Centre for the same information.

Offer Emails/Letters

As the local authority, we have the responsibility to write to all Hertfordshire residents to offer a secondary, upper or UTC place.

If a parent applied online, they will receive an email with a link to download their allocation letter which will include details of the school their child has been allocated. Emails will be dispatched **in the morning of 1 March 2027**. School places can be accepted or declined online, by logging onto the website and following the online instructions.

Parents who applied online can also view their allocation at www.hertfordshire.gov.uk/admissions by logging in to their online account during the morning of **1 March 2027,** only after all emails have been sent.

Parents who applied on paper and did not provide an email address will be sent an allocation letter on **1 March 2027** by first class post.

If you send 'welcome packs', please **do not** post them until after **Monday 1 March 2027.**

Continuing Interest (CI)

The School Admissions Code requires local authorities to continue coordinating all applications after 1 March 202. Applications after allocation day, from pupils both within and outside Hertfordshire, must be coordinated by the child's home local authority. At the CI stage, Hertfordshire parents can only make new or amended applications (a maximum of 4 preferences) via an application to HCC and not directly to schools.

This process is explained on www.hertfordshire.gov.uk/admissions and detailed instructions will be outlined in the 'What You Can Do Now?' information produced for the 1 March 2027.

Community and foundation schools and academies (which use HCC's admission arrangements and/or request that HCC administers their continuing interest list):

If an applicant is offered a place through the continuing interest (CI) process, their initial allocation will be automatically withdrawn. They will not be able to decline the CI place in favour of the school initially allocated. This ensures that parents/carers cannot hold more than one offer of a school place at any time and speeds up the reallocation process.

- All unsatisfied higher preferences for community schools (and own admitting authority schools as above) will be automatically rolled over to CI.
- Parents will be able to "opt out" of this process online at www.hertfordshire.gov.uk/admissions, by returning the paper response form, or emailing the admissions team.
- The first continuing interest (CI1) run will only include initial preferences and preferences for specific schools that allow new applications for CI1.
- Parents will be able to submit new/amended preferences for all schools and academies for the second continuing interest (CI2) run.

Voluntary aided, foundation schools and academies (whose arrangements are not administered by HCC):

All CI offers must be made by HCC on behalf of the governing body of voluntary aided and foundation schools and academies. Own admitting authority schools have two options at the CI stage:

Option 1: School will **not** accept any changes of preference/new applications for the first CI run
Option 2: School will accept changes of preference/new applications for the first CI run.

A letter outlining the CI process in more detail and asking schools to clarify which option they prefer will be sent to all own admitting authority schools and academies by mid-January 2027.

Home to School Transport

Parents/carers must be advised to carefully consider the home to school transport policy when making their preferences for school places as very few children are entitled to free home to school transport.

The county council's full home to school transport policy, additional transport information including FAQs and a list of routes currently running to each school is available online at www.hertfordshire.gov.uk/schooltransport

If parents/carers would like to know the nearest schools to their home address for home to school transport purposes, they can email admissions.central@hertfordshire.gov.uk with their child's full address and date of birth.

Information about public bus routes which may run to schools is available at www.intalink.org.uk

How Headteachers and School Admission Officers can help

Please advise parents/carers that all the information they need to make a secondary, upper or UTC application is available online at www.hertfordshire.gov.uk/admissions

If necessary, they can obtain a paper copy of the information by contacting the Customer Service Centre on 0300 123 4043.

If you become aware of any parents/carers who may have moved into the area and have not applied for a school place, please contact the Admissions and Transport team immediately, and advise parents/carers to apply online.

You or your teachers may be asked by a parent/carer to support an application or give supporting evidence to support a Rule 2 medical/social application or an appeal. Please **do not** write a letter to support an application for a school place. However, in exceptional circumstances, a factual report of an incident or circumstance (such as bullying) may be appropriate.

If you become aware of any parents/carers who may need extra help with completing the form, or may need an interpreter, please make initial contact with the Customer Service Centre (0300 123 4043) who may liaise with the Interpreting and Translation Co-ordinator or Admissions Officers.

Interpreters / Support for Ethnic Minority Families
Parents/carers for whom English is not their first language can be taken through the admissions process by the Headteacher, either individually or in a meeting using an interpreter if necessary.

If you have EMTAG staff working in your school, please contact your local EMTAG Head of Project to arrange for an interpreter. If you are not receiving support, or the Project is unable to help, please contact the Translation and Interpreting Service/Equality & Diversity Team on 01438 844100. Further information about the service is available on the Hertfordshire Grid at http://www.thegrid.org.uk/learning/bme/interpreting/index.shtml

Please do remember advance notice is essential.

IT Systems for Schools

SOLERO (Schools On Line Electronic Returns and Outputs)

Accessed via: http://www.thegrid.org.uk/

The Schools On Line Electronic Returns and Outputs (SOLERO) system is a way of electronically accessing many school related reports and returns systems with one password. Schools must check and update their information via SOLERO.

SEAM (Schools Electronic Admissions Module)

Accessed via https://live.cloud.servelec-synergy.com/Hertfordshire/Synergy/

SEAM is the web-based system that links directly with Synergy (HCC admissions back office system) and allows schools to view and communicate information electronically with Hertfordshire's admissions team. Once applications have been downloaded into Synergy from the online system, SEAM should be used to collate information on applications made to the school. Schools also use SEAM to conduct checks, rank applications according to their admissions criteria (schools not using HCC admission rules) and review allocations.

SOLERO - Troubleshooting

Password Changes
After logging into SOLERO you may change the current password. It is good practice to do so monthly to maintain security. To change the password, click the 'Change Password' button. You will then be required to enter the current password, the new chosen password and then to re-enter it again. When you have done this click 'Save New Password' if you wish to proceed otherwise click 'Cancel/Keep old Password'. Your new password is required to contain at least 2 numeric characters.

Lost/Forgotten Passwords
If you forget your password, you can send yourself a reminder directly to your school's admin email address. To do this select/enter your school name, enter the school number and click the 'Request Lost Password' button. You will then be asked to confirm your school number, then click either 'Send SOLERO Password' if you are sure you need the reminder or 'Cancel/don't send Password' if the reminder is not required.

If you selected 'Send SOLERO Password' an email should arrive shortly in your school admin email inbox. In the unlikely event that an email does not arrive please contact the Serco Help Desk on 01992 555000.

The 'Print Document' Button doesn't work
If you clicked on a print document button (rather than the print option via the 'file' menu on the browser), it may not do anything due to your browser not allowing pop-up windows which the system's print option requires. To change this option:

In Microsoft Edge:
- On the Settings menu in Edge, click Cookies and site permissions.
- Click the Pop-ups and redirects.
- In the Pop-Ups and redirects section, click the toggle button next to Block (recommended) to allow pop ups.

In Firefox:
- After clicking on the 'Print Document' button, you are warned that "Firefox has prevented this site from opening a popup window".
- Click on the Options button on the warning bar that popped up.
- Select 'Allow popup from www.hertfordshire.gov.uk'.

Contacting us
Serco Help Desk: **01992 555000**

Guide to SEAM (Schools Electronic Admissions Module)

Information	Page
A. Introduction	24
B. Accessing the SEAM system	24
C. Viewing live online applications made to or from your school	25
D. Viewing a list of all applications to your school	25
E. Viewing a list of all applications to your school (by rank)	27
F. Viewing a list of all applications from your school	28
G. Viewing sibling/children of staff verification reports	30
H. Viewing the final allocation (and responses) list and printing it off	32
I. Links to guides available on the Hertfordshire Grid	33

A. Introduction

This is the web-based system which has been introduced in Hertfordshire, called SEAM (Schools electronic Admissions Module).

It is the school's interface for Synergy, Hertfordshire's admissions database, and allows schools to view and communicate information electronically with Hertfordshire's Admissions Team.
Additional guidance is available on the Hertfordshire Grid at: http://www.thegrid.org.uk/admissions-attendance-travel-to-school/admissions - click on: **HCC school admissions software SEAM**

B. Accessing the SEAM system

Step 1: Open your internet browser on your PC or laptop.

Step 2: In the address bar enter: https://live.cloud.servelec-synergy.com/Hertfordshire/Synergy/.

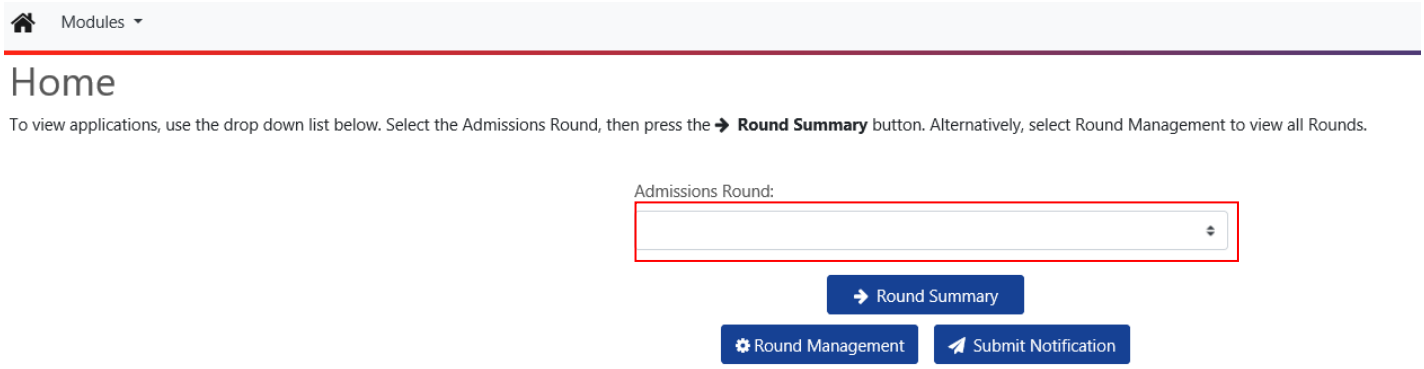
Step 3: Enter your username and click **Next** and enter your password.

Please note; the landing page will ask for your email address. You will need to enter your username in this box, not your email address.

Step 4: Click **Sign In.**

Step 5: Click **Admissions.**

This page will ask you to select the 'Admissions Round' from the drop-down menu.



C. Viewing a list of all applications to or from your school (online only) and exporting the child detail into an Excel spreadsheet (pre download by HCC).

Before applications are downloaded by HCC you can run reports to see who has applied to or from your school. These reports will only show online applications, and until they are downloaded by HCC are subject to change.

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).

Step 2: Select **Admissions Reports**.

Step 3: Select the 'Current School' report if you are looking to see who has applied FROM your school. OR select the 'Preference School Report' if you are looking to see who has applied TO your school. then select Format: 'Microsoft Excel Spreadsheet', and tick the option for 'Open report after creation', then click Run Report.

Step 4: As long as you ticked 'Open report after creation' the report should automatically download and open for you. Every time a report is run a copy will be saved to the Report History section. You can re-download previously run reports here to compare results.

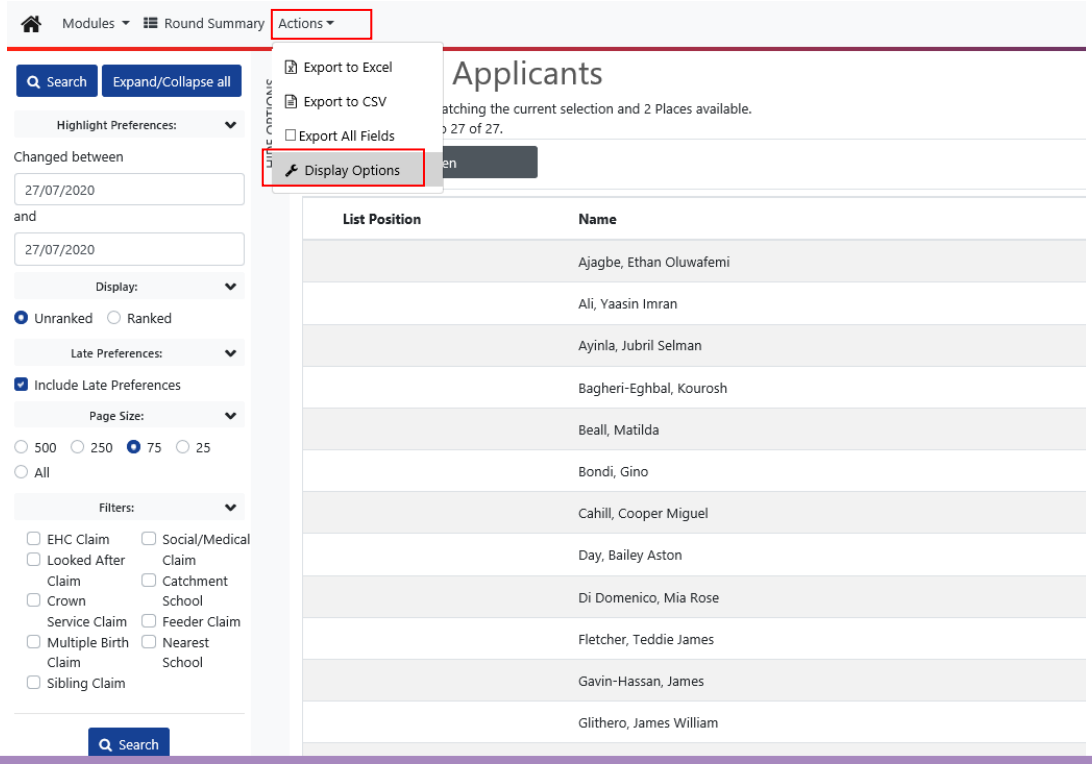
D. Viewing a list of all applications to your school (online and paper) and exporting the child details into an Excel spreadsheet (post download by HCC).

Once applications have been downloaded by HCC they can no longer be amended online by the Parent/Carer. Only once the deadline has passed will you be able to access a full list of applicants via this screen.

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).

Step 2: Select **View Rankings** (Please note: If you are a school that uses 'Banding' and 'Criteria' to rank children, you will need to select the relevant 'Band' prior to clicking on the 'View Rankings' button).

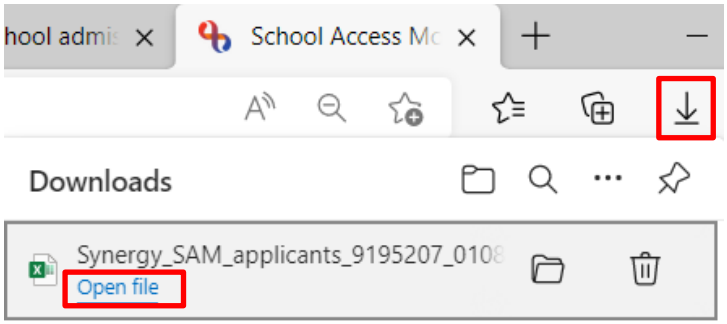
Step 3: You can click the child's name to see more details about individual children, and you can also narrow your search by selecting the 'Display Options' link from the 'Actions' drop-down menu.



Step 4: You can export all applications by clicking the 'Actions' tab → tick export all fields →export to Excel.

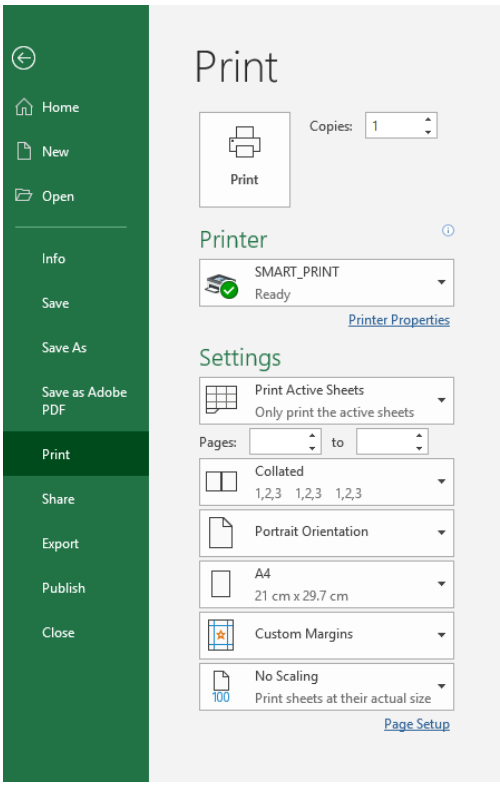
Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mismatch of columns/data.

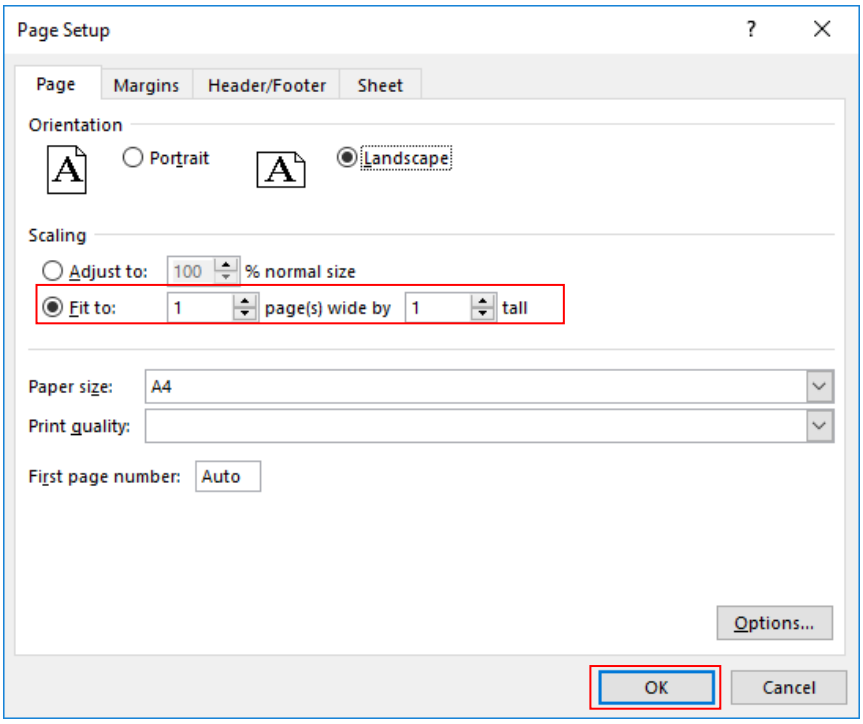
Step 5: The file will appear in your 'downloads folder' where you will be prompted to open the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list.



Step 6: To print off this list in Excel:

i. select **Print**
ii. then **Page Setup**
iii. then **Landscape**
iv. then **Fit to**
v. click **OK** and print off as normal.





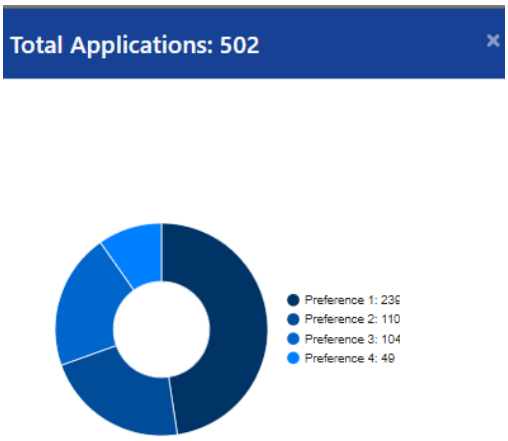
You may find that with so much information you will have to adjust your spreadsheet in Excel. You can do this by changing the font, margins or by hiding some of the columns you do not need.

E. Viewing a list of all applications to your school (by rank).

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).

Step 2: The Round Summary page displays the number of applications made to your school under 'Total Applications'

Step 3: You can click the icon to see the full breakdown of applications by preference rank.



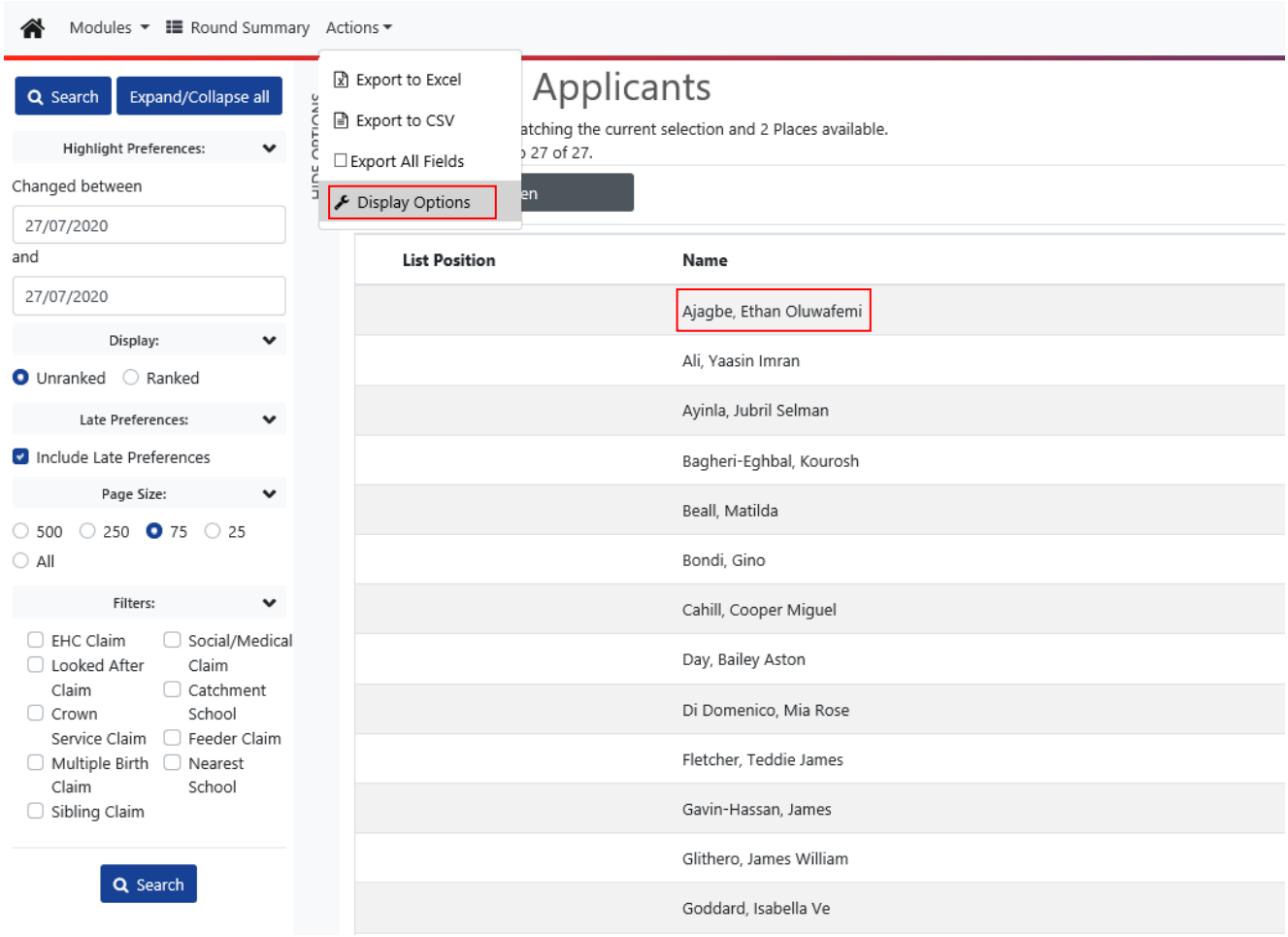
F. Viewing a list of all applications from your school (online and paper) and exporting the child details into an Excel spreadsheet (post download from HCC).

Once applications have been downloaded by HCC they can no longer be amended online by the Parent/Carer. Only once the deadline has passed will you be able to access a full list of applicants from your school via this screen.

Step 1: Log onto SEAM (refer to **B.**) making sure you choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).

Step 2: Select **View Leavers**

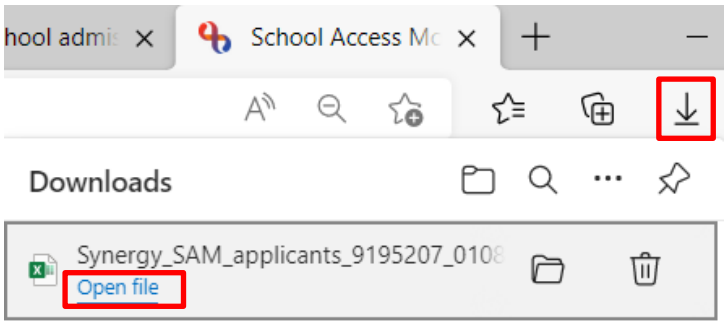
Step 3: You can narrow your search by selecting the 'Display Options' link from the 'Actions' drop-down menu.



Step 4: You can export the full list by clicking the 'Actions' tab → Export to Excel.

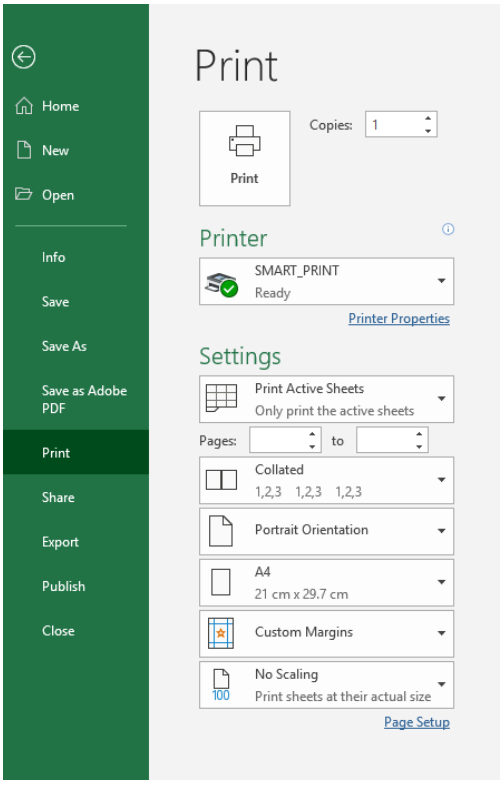
Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mis-match of columns/data.

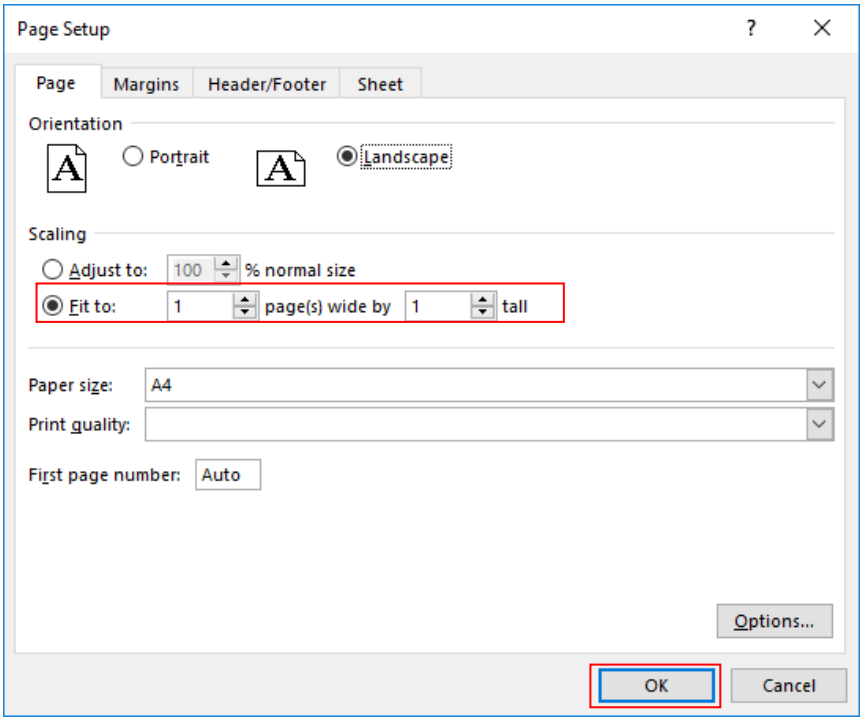
Step 5: The file will appear in your 'downloads folder' where you will be prompted to open the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list.



Step 6: To print off this list in Excel:

i. select **Print**
ii. then **Page Setup**
iii. then **Landscape**
iv. then **Fit to**
v. click **OK** and print off as normal.



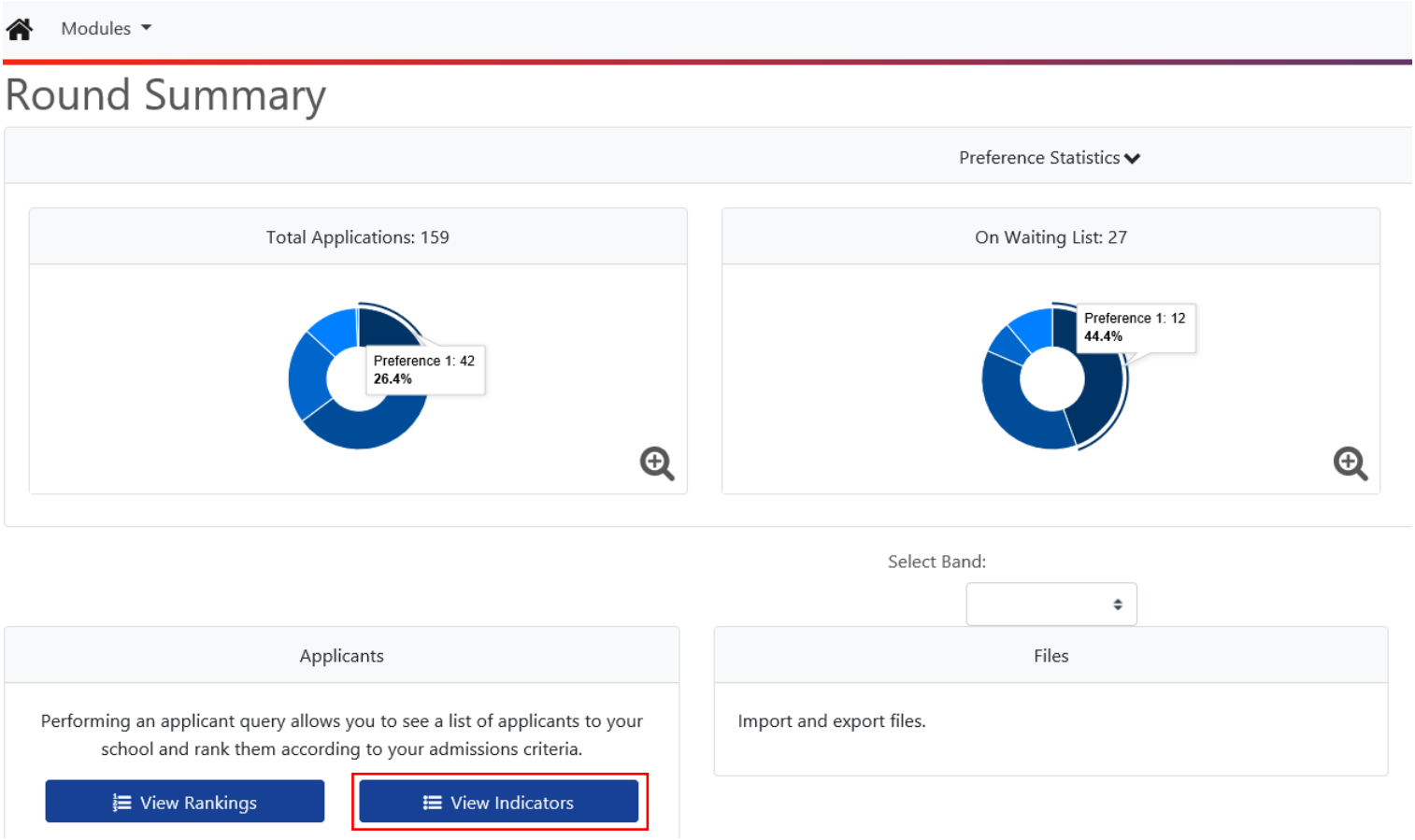


You may find that with so much information you will have to adjust your spreadsheet in Excel. You can do this by changing the font, margins or by hiding some of the columns you do not need.

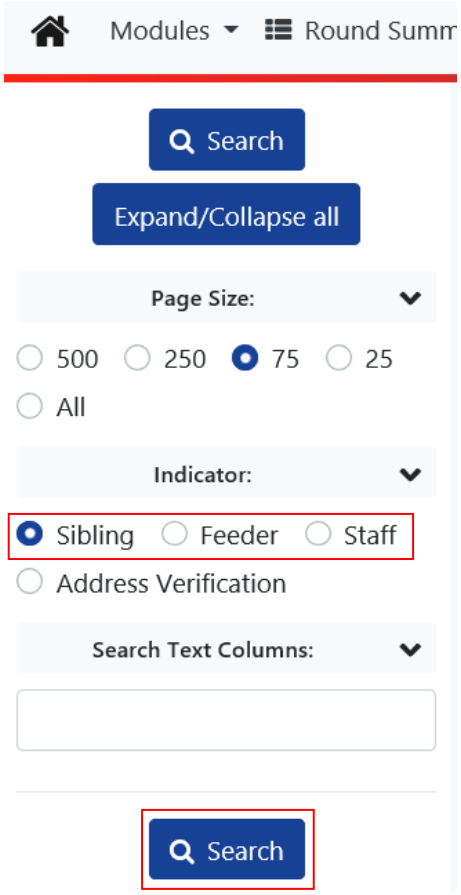
G. Viewing Sibling/Children of staff/Feeder Verification Reports

Step 1: Log onto SEAM (refer to **B**.) and choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).

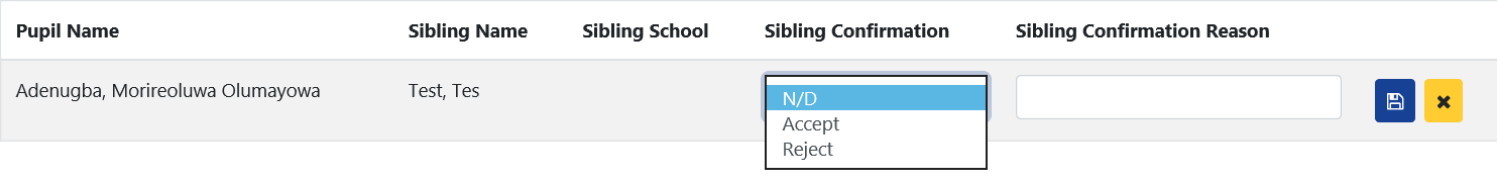
Step 2: Click **View Indicators.**



Step 3: Select the **Sibling, Staff or Feeder** radio button from the 'Options' menu and click the **Search** button.



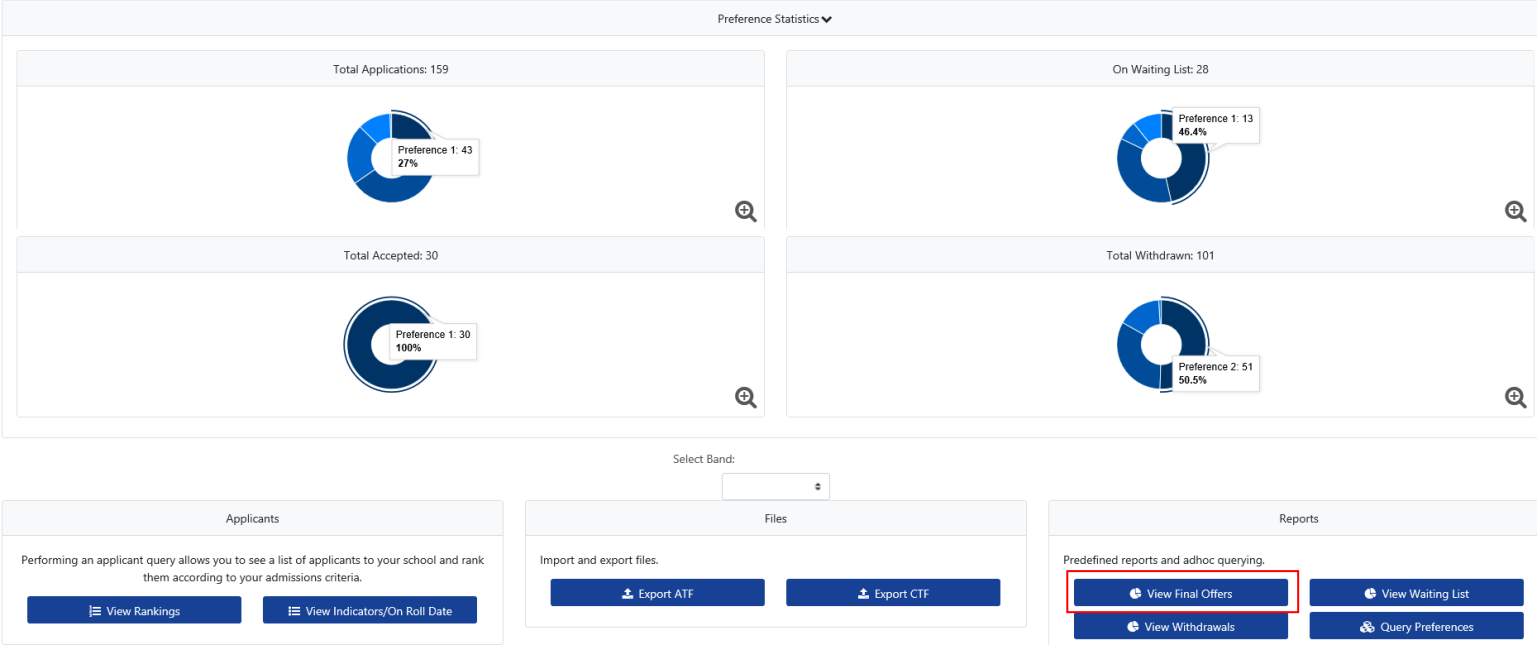
Step 4: Select the 'Edit' button on the far right hand side of the child's record and select either 'Accept' or 'Reject' the claim from the relevant drop down menu, there is also the option to add a reason, but this is not mandatory.



Step 5: Click the 'save' icon to save and move on.

H. Viewing and printing the final allocation list and viewing responses to allocations

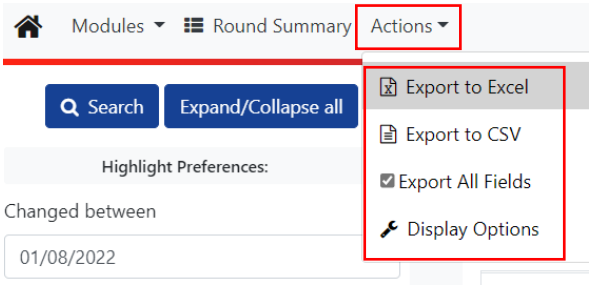
Step 1: Log onto SEAM (refer to **B.**) and choose the appropriate round ('Secondary Admissions 2027' for Year 7, 'Upper Admissions 2027' for Year 9 or 'Year 10 Transfer 2027' for Year 10 applications).



Step 2: Click **View Final Offers.** The children allocated to your school in the round selected will be displayed**.**

Step 3: From the 'Actions' menu tick the **Export All Fields** box, then click **Export to Excel** to access all child details.

Please note only the Excel export option is currently working correctly, please **do not** export to CSV as an error is causing a mis-match of columns/data.



Step 4: You will be prompted to open or save the file. Click 'Open'→ 'File' → 'Save As' and navigate to the folder in which you wish to save the list. Then select Microsoft Excel Workbook from the 'Save type as:' drop down list. You can use all Excel functions, such as filtering and mail merging. Please remember to save this document in a relevant folder. Saving/renaming it according to date will help you look back historically.

Step 5: Column CX in the exported spreadsheet shows responses to allocations. A description of the statuses is below:

Place Allocated – The place has not yet been responded to
Place Accepted by Parent – The place has been accepted
Place Rejected by Parent – The place has been rejected but is still included in your total allocations
Allocated in Previous Round – The Place was allocated in a previous round and has not yet been responded to
Held Allocation – EHCP Allocation

Please note allocations that have subsequently been withdrawn will not show in this list. You can use the **Query Preferences** report to identify these children.

I. Links to guidance available on the Hertfordshire Grid

http://www.thegrid.org.uk/admissions-attendance-travel-to-school/admissions
click on: **HCC school admissions software SEAM**

There are a number of guides which are available on the Hertfordshire Grid. These are continually updated in relation to upgrades in the Synergy system. To access these guides, please click on the link above, find the guide you want from the list and print off as needed.

The list includes:

- Address Verification.
- Linked and Feeder School Validation.
- Sibling and Staff Validation.
- Importing Criteria Positions.
- Assigning Criteria Positions.

If you have any further queries, please contact your Admissions and Transport Officer.
Click here to go to the contact list