

Admission to Secondary School in Kent September 2022



Secondary Common Application Form (SCAF)

- The majority of applications are now received electronically and parents are encouraged to apply using this method.
- You are invited to express up to **four** preferences. The order you name the schools in only matters if more than one of them could offer your child a place.
- Putting down one school only will **not** improve the chance of getting a place and the panel may look unfavourably on your application if you have to appeal.
- Only one application per child – don't submit an electronic form and a hard copy

Example Applications and Offers

1 Marie has a Grammar school assessment. She lives close to her local Community High school. Her parents would most like a place for her at the local church comprehensive, which gives priority to church attenders. Otherwise, they would like a local Grammar school. Their preferences are:

1. Church Aided Comprehensive
2. Community Grammar school
3. Foundation Grammar School
4. Community High School

Marie meets the entry requirements for all four schools, so she is offered her first preference.

Adam has a Grammar school assessment. His parents would most like a place for him at the Foundation Grammar school closest to his home. Otherwise they would like a place at his local all-ability academy, a neighbouring Foundation High school or a school outside Kent.

The parents' preferences are:

1. Foundation Grammar School
2. All-ability Academy
3. Foundation High School
4. School Outside Kent

The Grammar school is oversubscribed with suitable applicants and cannot offer him a place. As he qualifies for a place at the All-ability Academy, he is offered his second preference.

Example Applications and Offers

Kristina does not have a Grammar school assessment. Her parents would most like her to go to a local Grammar school, a popular high school near where her mother works, or the Church Aided Comprehensive, which is further away. They are regular church attenders. The parents' preferences are:

1. Local Foundation Grammar School
2. Community high School
3. Church Aided Comprehensive
4. Local Foundation High School

Kristina does not meet the entry requirement for Grammar school, and the Community High school offers all its places to children who live within 2 miles. She qualifies for a place at the Church Aided Comprehensive, so is offered her third preference.

Robina's parents would like her to go to a single-sex Community High school, even though it is a long way from her home. Otherwise, though they are not church attenders, they would like a church school, or another single-sex school. She has not taken the Grammar school tests. Their preferences are:

1. Single-sex Community High School
2. Church Aided School
3. Community Grammar School for Girls
4. Foundation Grammar School for Girls

The Community High School is oversubscribed by pupils who live closer than Robina. The Church Aided School is oversubscribed with church attenders. The Grammar schools cannot offer her a place as she has not taken the Grammar school tests. Her parents are offered a vacant place at an alternative school chosen by KCC



SCAF

- Give reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the child's admission.
- Looked after children and previously looked after children take precedence over others on a waiting list.
- Parents of pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process. KCC will make direct contact with you to suggest the most suitable schools.
- If your child did not pass the grammar school test and you are thinking of appealing you must name a grammar school on your SCAF.

Supplementary Information Forms (SIF)

- Some schools, especially church schools, ask for additional information and have an extra form you must complete and send back to the school. This does not replace the SCAF but is an additional form that needs to be completed.
- Those schools requiring a supplementary information form are clearly identified in the 'Admission to Secondary School in Kent 2022' book.

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Kent Selection Test

- There will be no parental right of appeal against the outcome of your child's assessment, but you may make an admission appeal to the independent appeal panel if your child is refused admission to any school you applied for. Appeals should be lodged after the 2nd March 2022 and by 28th March 2022.
- A grammar school assessment does not guarantee a grammar school place as the schools may fill their PAN on more eligible pupils.
- The allocation of places rests on each school's published oversubscription criteria.

Allocating Places

- The LA operates an “Equal Preference” scheme.
- The LA tells schools who has applied for places, not whether they were named first, second, third or fourth, and the schools place their applicants in a rank order based on their oversubscription criteria.
All applicants must be ranked, even if the school is oversubscribed or undersubscribed.
The published criteria determine which children can be offered places.
- If more than one of the schools named on your SCAF offer a place the LA looks back at the original order and offers a place at whichever of them you named highest on the form.



Offering School Places

■ On the 1st March 2022 Kent County Council will:

Send an offer email after 4pm to those parents who have applied online and provided a valid email address. The email will include:

1. The name of the school at which a place is offered.
2. Information about the statutory right of appeal against the decisions to refuse places at the other nominated schools.
3. Information on how to request a place on a waiting list for schools originally named as a preference, if you want your child to be considered for any places that might become available.
4. Advice on how to find contact details for the school, the Local Authority and details of schools who are their own admissions authority so you can lodge an appeal with the governing body.

Acceptance/Refusal of Places – 15th March 2022

- **By 15th March 2022** you must inform the school, in writing, whether you wish to accept or refuse the place offered on offer day.
- If a response has not been received by **15th March 2022**, the secondary school **must** remind you in writing of the need to respond within a further seven days and point out that the place will be withdrawn if no response is received.
- If you fail to respond by this date, a final letter will be sent that the offer has been withdrawn.



Waiting Lists - Appeals

- If a school is full the admission authority for that school must keep a waiting list, at least until the start of the January term 2022
- On Tuesday 26 April 2022 the Council will run a reallocation process to offer any vacant places to children on schools' waiting lists.
- If you are unhappy that you have not been offered one of your preferred schools you can appeal.
- You can appeal for any of the schools you named on your SCAF. Appeals should be received by 28th March 2022.



Waiting List or Appeal?

- You can do either or both for the same school or for different schools. For example, you can appeal for one school and put your child on the waiting list for another.
- It is recommend that you still accept the place your child has been offered. This will not affect your waiting list position or your appeal.



Home to School Transport

As a general rule, your child will get free home to school transport if the secondary school they will be attending is:

- The nearest appropriate school for transport purposes;
- More than three miles from home using the shortest available route.

Appropriateness in this instance means:

- Age appropriate – attendance at a secondary school
- Ability appropriate – attendance at a Mainstream or Special school



Transport Entitlement

You will not normally receive transport assistance to a different school if:

- you have not named the nearest school to your home as one of your preferences;**
- you have named the nearest school but not as one of your highest preferences;**
- you do not live over the statutory distance from the school.**

If you have named the nearest school to your home and were refused a place, the Transport Eligibility Team will take this into account when assessing your application.

How your child will travel to school is an important factor you will need to take into consideration.



Transport for children from low income families

To qualify to receive transport assistance under the low income criteria, your child must be entitled to receive free school meals or you must be in receipt of one of the benefits listed below:

- Income Support;
- income based Jobseekers Allowance;
- Child Tax Credit (without Working Tax Credit and with an annual income of no more than £16,190);
- guaranteed element of state pension credit;
- income related employment and support allowance;
- maximum level of Working Tax Credit;
- Universal Credit where children are also eligible for free school meals.

Key Dates for Parents

21st October 2021	For those children who took the 11+ assessment decision will be emailed after 4pm/sent 1st class to parents
1st November 2021	National closing date for application forms (SCAF). Closes at midnight on the 1st November
1st March 2022	National Offer Day: emails sent after 4pm and letters sent 1st class
15th March 2022	Date by which parents should accept or decline secondary school offer of a place. If it has not been possible to offer your child a place in your preferred school, you have the right to add their name to the waiting list and lodge an appeal.
28th March 2022	Appeals need to be lodged by this date to be heard before September. You can only appeal for schools named on your SCAF.
26th April 2022	Offer day for the second round of applications (known as reallocation). After this date waiting lists will be maintained by the schools.
April to June 2022	Admission appeals held.
Go to www.kent.gov.uk and search for Admissions to Secondary school in Kent 2022 for more detailed information	



Thank you for coming along this evening

- Please remember that your child is the most important person in this process but the school choice has also got to work for you as a family.



Any questions?