

Admission to Secondary school in Kent 2024

For children born between
1 September 2012
and **31 August 2013**,
transferring to Secondary
school in **September 2024**



Use the simple, fast and secure way to apply online at:
kent.gov.uk/secondaryadmissions

Contacts

Fair Access – Co-ordinated Admissions Office

The telephone number for Kent County Council's Education Line is **03000 412121**, and if they are unable to answer your enquiry they can put you through to the Secondary Admissions Team or the Transport Team.

You can e-mail the Admissions Team on:

kent.admissions@kent.gov.uk

You can e-mail the transport team on:

homeschooltransport@kent.gov.uk

Admission for Children with Education, Health and Care Plans

Kent County Council makes separate arrangements for the transition of children with Education, Health and Care Plan to Secondary school. Your main point of contact for your child's Secondary school placement is your Area Special Educational Needs (SEN) Office. The contact details for the Education Offices are as follows:

East Kent (Canterbury, Thanet, Swale)

Brook House, Reeves Way, John Wilson Business Park, Thanet Way
Whitstable, Kent CT5 3SS

Telephone: **03000 421160** Email: **SENeast@kent.gov.uk**

South Kent (Ashford, Dover, Shepway)

Kroner House, Eurogate Business Park, Ashford, Kent TN24 8XU

Telephone: **03000 420889** Email: **SENsouth@kent.gov.uk**

North Kent (Dartford, Gravesham, Sevenoaks)

Joynes House, 1-4 New Road, Gravesend, Kent DA11 0AT

Telephone: **03000 419345** Email: **SENnorth@kent.gov.uk**

West Kent (Maidstone, Tunbridge Wells, Tonbridge and Malling)

Worrall House, 30 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4AE

Telephone: **03000 420997** Email: **SENwest@kent.gov.uk**

The information given in this booklet relates to the school year 2024-2025.
Details were correct at time of publication.

Apply online

Go to Kent Online Admissions
kent.gov.uk/ola

A simple, fast and secure way to apply
for a Secondary school place in Kent.
Opens Friday 1 September 2023 and closes
at midnight on Tuesday 31 October 2023



Secondary school places

You must apply for a Secondary school place if your child is born between 1 September 2012 and 31 August 2013 for your child to start year 7 at Secondary school in 2024.

You will need to apply for a Secondary school place when your child is in year 6 at Primary school.

If your child is already at Secondary school and you want to move them to a different school you must apply for an in year admission ([details on page 21](#)).

What to do

Choose a school

It's important to find out more about the schools you are interested in before you decide to name them on the application form.

You can name up to four schools. These can be anywhere in England.

Apply

A simple, fast, convenient process which opens **Friday 1 September 2023** and closes at midnight on **Tuesday 31 October 2023**.*

If you already have an account set up from the Kent Test process, please use these login details.

You will receive an email confirmation that your application has been submitted correctly and that the Local Authority has received it.**

You can log back in and view the information submitted.

Accept or decline

On offer day (**Friday 1 March 2024**) an email will be sent after 4pm informing you of your offer. ***

You must accept or decline the school place you have been offered by **Friday 15 March 2024**.

If we have not offered your child a place in your preferred school, you have the right to appeal. You can also add their name to the school's waiting list if your child is eligible for admission.

- Online support available – please email kentonlineadmissions@kent.gov.uk from the email address you used on the application (office hours are 9am-5pm).

* Only one application per pupil will be accepted. If you apply online, do not complete any other form of application. Keep your log in details safe and use your registered email address for all communication with the team.

** The confirmation email may go to your junk/spam folder of your email – please check here before contacting our team for confirmation.

*** Some email providers can take an extended period of time to deliver the email. Kent County Council has no control over email delivery once the message has left our servers. If you did not provide an email address then you will be sent a letter which is posted first class on **Friday 1 March 2024**.

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1. Key dates

Friday 1 September 2023	Online application process opens. Go to www.kent.gov.uk/ola to register and apply. Information about secondary schools will be available from our website. School open evenings begin, and details can be found on each school's website.
Thursday 7 September 2023	Children in Kent who registered take the Kent Test (11+).
By Wednesday 18 October 2023	Kent Test (11+) assessment decisions sent to parents after 4pm.
Tuesday 31 October 2023	Online application process closes for the main round. Any amendments after this date must be emailed to kentonlineadmissions@kent.gov.uk
Friday 1 March 2024	Offers of school places sent to parents via email after 4pm.
By Friday 15 March 2024	Parents should contact the school to accept/refuse the place that has been offered. Parents should also fill out the waiting list form from the link in the offer email to be added to the waiting list of schools named on the original application.
By Thursday 28 March 2024	Appeals need to be lodged by this date to be heard before September – appeals information can be found at www.kent.gov.uk/schoolappeals You can only appeal for schools that were named on the SCAF.
Thursday 25 April 2024	Offer day for the second round of applications (known as reallocation). After this date waiting lists will be maintained by the schools and they will send out offers for any places that may become available. Parents that have received an offer of a school place from KCC can approach schools directly for alternative places.
April to June 2024	Admission appeals held.
September 2024	Children start in year 7 at secondary school.

2. When will my child transfer to Secondary school?

You need to apply for year 7 Secondary school places for September 2024 by Monday 31 October 2023.

When you know which schools you are interested in, you need to apply either using the online process available at www.kent.gov.uk/secondaryadmissions or via an alternative method obtained by emailing kentonlineadmissions@kent.gov.uk. You should complete the application by naming up to four schools; putting them in order of preference with the one you would like most first.

You can apply for schools inside or outside Kent County Council's (KCC) area, but you must name all of them on the same application; you can only fill in one application, and it must be the form for your home Local Authority. Your local authority is the one in which you pay your council tax bill to.

3. What if my child has an EHCP?

The application process explained in this book does not apply to children with an EHCP. If your child does have an EHCP you can find some information in the content of this book that will help you decide which schools to consider.

Further information around transfer to Secondary school for children with an EHCP can be found on at www.kent.gov.uk/education-and-children/special-educational-needs

4. What are the differences between each type of school?

When you look at the information for individual schools at the back of this book, you will see that there are different school types.

Community and Voluntary Controlled schools are run by KCC, so KCC is their admission authority, deciding what their admission arrangements will be, as well as running their admissions process.

Foundation and Voluntary Aided schools are their own admission authority, so they make decisions about what their admission arrangements will be, but they consult with KCC, and they are part of KCC's coordinated admissions process. Voluntary Aided schools were set up by voluntary bodies such as churches or charitable foundations. Academies fall into two types. Some are set up as all-ability schools (comprehensive) by sponsors from business, faith or voluntary groups working in partnership with central government and local education partners.

Others are existing schools (including some Grammar schools) which have converted to Academy status. The government's Department for Education (DFE) meets the costs of Academies through the Education and Skills Funding Agency (ESFA), and their admission arrangements are agreed with the Secretary of State. Although they are effectively Independent schools they provide free education, and they take part in KCC's coordinated admission process.

Free Schools are all-ability state-funded schools set up in response to what local people say they want and need for children in their community. You can find more about Free Schools on the DFE website, www.gov.uk/df

Kent has a wide range of schools, including all-ability and comprehensive schools and academies (which take children of all abilities).

Comprehensive schools include church aided schools, which may give priority for admission to members of a particular religious faith. You can find out how they do this by reading the admission criteria (found at www.kent.gov.uk/admissionscriteria for 2024/2025) for the individual schools. Where academies do not select their intake, they are by definition comprehensive schools.

Grammar schools and those Academies which select their intake through the 11+ assessment procedure (also known as Kent Test) are by definition selective schools.

Cranbrook School, a Grammar school, admits children at two different ages, 11 year olds into year 7 and an additional cohort of 13 year olds into year 9. Year 7 children are assessed for eligibility via the Kent Test process. Parents that want to apply for a year 7 place should name Cranbrook School as one of their preferences as described later in the book. Eligibility for places in year 9 is assessed through the school's own process. Enquiries about testing for year 9 should be made directly to the school, but applications for places must be made through KCC. Cranbrook year 9 application forms are available from the school or from the Council's website www.kent.gov.uk/secondaryadmissions

University Technical Colleges (UTC) offer 14-18 year olds the opportunity to take a full time, technically-oriented course of study. They are sponsored by a university and offer clear progression routes into higher education or further learning in work. Kent currently has one UTC, The Leigh UTC in Dartford, which admits students at year 10. For further information visit www.theleighutc.org.uk

5. What schools can I apply to?

Schools publish a lot of information about what they teach, the facilities they offer and what they aim to achieve for their pupils on their websites. You can find their website addresses in this booklet. They will also have their own prospectus or booklet which you can ask for if you are interested in the school.

There is no substitute for seeing things for yourself. That is why all schools hold open days and evenings, when parents and children can visit and talk to teachers and existing pupils. We believe this provides a very good opportunity for you to get the feel of the school and encourage you to use the opportunities available.

We strongly recommend that you focus on those schools that interest you most. Headteachers welcome enquiries from parents and will be able to tell you a great deal about their schools. Please see school websites for information about when these open evenings will take place.

6. What is the Kent Test?

All the Grammar schools in KCC's area use the Kent Test to help decide which children should be offered places. A Kent Grammar school can only offer a place to a child who has been assessed suitable for admission to Grammar school. Registration for testing opened on **Thursday 1 June 2023** and closed on **Monday 3 July 2023**.

To take part in the Kent Test process a child **MUST** have been registered for testing by midnight on **Monday 3 July 2023**. We normally test about 17,000 children.

If your child has not been tested, a Grammar school can't offer you a place on **Friday 1 March 2024**. If you name a Grammar school on your SCAF when your child has not been tested, your application to the grammar school will not be considered, but you will still have the right to appeal for admission.

If your child takes the tests but is not deemed to be eligible for a Grammar school place, a Grammar school place cannot be offered, so on National Offer Day (**Friday 1 March 2024**) you will not be offered a place at any grammar schools named on the SCAF. You will, however, retain the right to appeal to an Independent Appeal Panel for your child's admission to any of the grammar schools you named.

If your child has an EHCP and you are interested in a place at a Grammar school, you must have registered your child for testing and contact your SEN coordinator for further information on how to apply. KCC will then determine whether that school is suitable in terms of your child's aptitude and ability, as well as their age and special needs.

If your child's special needs mean that some special arrangements may have to be made so that they can be assessed (for example, if your child has a visual impairment), the area SEN Team will liaise with your child's school, the Admissions Team and other relevant professionals as necessary before the end of term to find out what needs to be done.

Note: If your child does not have an EHCP, but you believe that special arrangements may be necessary to allow them access to the test papers, you should discuss this first with the SENCO at your child's Primary school, as applications for any special arrangements are made by the school. You can find out more from our website www.kent.gov.uk/kenttest

What tests are involved?

We use a Reasoning test and a combined Maths and English test, both in a multiple-choice format. Reasoning tests look at how quickly and efficiently children solve problems of increasing difficulty. The reasoning test will include some questions which use words or numbers to test verbal reasoning and some which use patterns and sequences to test non-verbal and spatial skills. The English section of the other test will involve a comprehension exercise and some separate questions chosen from a range testing literacy skills such as spelling, grammar and punctuation. The Maths section will reflect the requirements of the National Curriculum for pupils in Key Stage 2. We also ask children to complete a piece of writing under test conditions. This is not marked, but a local Headteacher Assessment Panel may consider it at a later stage.

When the tests are marked the scores are standardised. Standardisation allows each child's score to be compared with those achieved by other children of the same age so that the youngest children are not disadvantaged.

Test dates

Most Kent children will take the tests in their primary schools on **Thursday 7 September 2023**. Children from schools outside KCC's boundaries will be invited to attend Kent testing centres from **Saturday 9 September 2023**.

Detailed arrangements for children from schools outside of KCC's boundaries will be confirmed by email when we have processed all applications and know how many children we need to accommodate and where they can be tested. This will not be before the second half of August.

How are decisions made?

The assessment decision is based on the test results. However, before you receive your decision, your child's Primary school Headteacher will have the opportunity to refer assessment decisions they disagree with to a panel of local Primary and Secondary school Headteachers, who will consider additional evidence before making a decision. This can include your child's test scores, recent work, the writing task and comments from your child's current school. The panel will look at a full range of work for a child, regardless of which scores may be below the threshold. To allow these referrals to take place, your child's Primary school will be sent your child's score and assessment decision.

An assessment will only be changed by the Headteacher Assessment Panel if the panel is confident that the child will be well placed in a Grammar school.

The assessment decision will be sent to you by **Wednesday 18 October 2023**. Results will be sent **by email after 4pm** to parents who applied providing an email address, and letters will be posted first class to all other parents. Online applicants can view their child's assessment and test scores **after 5pm** on results day by logging back into their online application. Please be aware that some email providers may delay sending the messages to account holders – parents should check their spam mail folders before contacting kentonlineadmissions@kent.gov.uk. KCC has no control over email delivery times once they have left our servers.

Once you have the assessment decision, it's best to take any questions you have to your child's Primary school first of all. If your child is not in a school, or the school can't help, you can contact the Secondary Admissions Team by emailing kent.admissions@kent.gov.uk

Neither the Primary school nor the Secondary Admissions Team can change the assessment you have received, but they can explain what it means and how it was reached.

What if I disagree with the assessment decision?

You cannot make an appeal against the assessment decision sent to you in October, but you are still allowed by law to appeal for admission to any school you name on your SCAF and are not offered. If your child has not been assessed suitable for Grammar school but you name a Grammar school anywhere on your SCAF, although you cannot be offered a place there on **Friday 1 March 2024**, after that you can ask an independent panel to consider whether there could be an exceptional reason for admitting your child to that school. Appeals for admission to Kent schools should be lodged by **Thursday 28 March 2024**. The information which comes with your offer of a school place will explain how to do this.

Other testing procedures

Some individual schools will also have their own tests as part of their admissions process. This will be stated in the school's details, and you should contact them direct for information about what tests are involved and when they will take place. The schools will inform you of the outcome of their own tests.

7. How do I apply for a Secondary school place?

If you live in the Kent Local Authority area, and you would like your child to start at ANY Secondary school in September 2024 you **MUST** complete the Kent Secondary Common Application Form (SCAF), either online, through the Kent website www.kent.gov.uk/secondaryadmissions, or by contacting the team on kentonlineadmissions@kent.gov.uk for an alternative method.

If you have already registered your child online to take part in the Kent Grammar school tests, you will be able to log in to your account and add your school preferences to the information you have already submitted rather than starting from the beginning. Please ensure that all the information on the application is accurate before it is submitted.

If you are applying online for school places and did not register your child for the Kent Test, you will have to register with the website and create a user account, selecting your own password. The website will ask you to verify your account by clicking on the link provided in the email sent to the email address used to set up the account. This email is not an application. Once registered, you can then make an application for school places either straight away or by logging back in at a later time, provided it is before the closing date. An application is only valid if it has been submitted by the closing date (**Tuesday 31 October 2023**).

Once you have submitted your application, you will receive an email confirming that we have received it. Please check your spam/junk mail folders for this email before contacting the online team for confirmation.

If the application has not been submitted, KCC will be unable to process it.

This year, we will ask you to name up to four schools you would like your child to go to, ranking them in your true order of preference, with the one you would like most at the top.

Each Local Authority's duties in relation to the school admissions process are heavily prescribed in legislation and so KCC is required to take a lead from the Department for Education (DfE) when processing applications from transgender or non-binary pupils. In addition, the majority of Secondary schools in Kent are what's known as "own admissions authority schools", which means that they make their own decisions in relation to admissions matters. KCC cannot tell these schools what admissions decisions they should make, but we monitor them to ensure they do not break any rules in the School Admissions code.

Some Secondary schools in Kent are defined as "single sex schools", which have historically provided education for either male or female pupils. Current DfE definitions for single sex schools do not account for children whose gender does not match their biological sex or who identify alternatively. This means that there is not a clearly prescribed process that schools are required to take. As most schools are also their own admissions authority, they must decide individually how to respond to requests for application from children who are not the same biological sex as the schools historic designation. Parents of transgender and non-binary gender children are therefore advised to discuss their application with any single sex school before naming it as a preference.

There are some other implications that you will need to consider when submitting your application. KCC collects admissions applications and related data items from parents in order to fulfil the legal obligations laid out in the School Standards and Framework Act (1998) and the current School Admissions Code (2024). In order for Local Authorities (LA) to fulfil these duties, the DfE defines what data each LA must collect, how it must be referred to and what limitations (if any) are placed on its collection. These requirements are available in the Common Basic Data Set, which can be found on www.gov.uk

Current DfE admissions guidance requires LAs to collect what it refers to as the child's "gender" and allows for the collection of either male (M) or female (F). While the DfE have recently made some non-mandatory changes to the CBDS to account for pupils for whom these designations are insufficient, software companies who provide the admissions systems used by all local authorities have not yet made the necessary changes to reflect these options. It is unlikely that these changes will be made by software companies until the DfE makes them a mandatory requirement. KCC must therefore currently continue to seek confirmation of the child's gender using male or female as the only available options. We would be unable to record any other response on each child's admissions record.

As the online application process also uses the Common Basic Data Set, it will only present mixed and "girls" schools when the "female" gender option is selected and mixed and "boys" schools where the "male" gender option is selected. Parents are advised to contact the team on kentonlineadmissions@kent.gov.uk for an alternative method to apply if these limitations are detrimental to their ability to apply in the way that they wish following discussions with each individual school.

Occasionally, parents name a single-sex school without intending to. If you have chosen to name a school which does not reflect your child's indicated gender as defined by the Common Basic Data Set, please send us a separate email confirming that this was your clear intention, so that we do not contact you to check whether this was a mistake.

If any of the schools you name on the SCAF is an Academy, Voluntary Aided, Foundation or Free school you may also be asked to complete another form called a Supplementary Information Form (SIF). Certain schools will use the information collected on this additional form to rank your child against their oversubscription criteria (for example if they are church schools, or give priority to children eligible for free school meals). You only need to fill in a SIF if you want your child to be considered against the oversubscription criteria it covers.

See the School Details pages for schools which may require a SIF. You can get the SIF from the school or by going to the 'Admissions criteria 2024/25' section at: www.kent.gov.uk/admissionscriteria if the school has provided KCC with a copy. Please return SIFs direct to the school and not to KCC. As the SIF is not the official KCC application form you must also complete a SCAF naming the school otherwise your child cannot be considered for a place there.

You may name a school or schools outside Kent on the SCAF. We will inform the relevant Local Authority and they will consider your application under their arrangements.

If you want to know more about schools outside Kent you are advised to contact the relevant Local Authority office for further details. [Please see page 31](#) for contact details.

Whilst the closing date for KCC to receive applications is **Tuesday 31 October 2023**, applications which are submitted no later than **Friday 8 December 2023** for a good reason will be treated as "on time" if it is reasonably practicable to accept them.

If you have changed address or your child has changed schools as a result of moving house, Kent County Council will be able to amend applications up until **Friday 8 December 2023** provided you have an exchange of contracts with completion date or a signed rental agreement for the new property. It may not be possible to submit these changes online.

Parents must email kentonlineadmissions@kent.gov.uk with the details of any change of home address or other required amendment, ensuring that they contact us with the same email address used for their application.

Please remember to let us know if you change your home address or your email address after the closing date so that our records are kept up to date as we provide this information to the school you are offered. Any changes of information need to be sent from the email address used to apply.

Pupil's home address

A child's home address is defined as a residential property that is the child's main or only residence, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It must be the residence of both the parent/guardian and the child on **Tuesday 31 October 2023**, the deadline for submitting your application.

It should be either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than 12 months' duration. If your circumstances mean that it is not possible to secure a 12 month lease, please contact the Secondary Admissions Team by emailing kent.admissions@kent.gov.uk.

KCC reserves the right to check information that parents give on their child's application form. When you receive the offer of a school place from KCC, you will be asked to provide the school with evidence that you and your child live at the address used on the application. This evidence can be, for example, a utility bill, bank or credit card statement, Council tax bill or any other formal documents that would show you were living at your address at the closing date for applications. The evidence you supply should be dated within the application window of **Friday 1 September 2023 – Friday 8 December 2023**.

You must also provide the school with evidence to show your child was also living at this address at the same time. This evidence could be, for example, a bank statement in the name of the child, hospital or doctor's appointment letter or formal document. This is not an exhaustive list and the school, or Local Authority reserves the right to request further documentation if it considers the evidence provided insufficient to prove that you were living at the application address.

Parents should also be aware that schools may wish to collect their own information when you return your address evidence and may request to see additional documentation such as a child's short form birth certificate. It is also likely that schools will ask you to complete their own induction documentation.

If you do not provide address evidence, or if you provide insufficient evidence to confirm your address, the offer may be withdrawn even after your child has started at the school. The vacant place would then be offered to the child who had been disadvantaged on **Friday 1 March 2024** and was effectively displaced by your application at that time.

Where your living arrangements are more complex, it is important that you use the main address your child lives at when applying for a school place. If you use an address that is later found to be incorrect for the admissions process, your school offer may be withdrawn even if you can evidence that you own or had access to that property.

It can take an extended period of time to complete investigations into misleading applications and parents may find that they have missed deadlines to join school waiting lists or appeal once their offer has been withdrawn. KCC does not provide a timescale by which these investigations will be completed, and school places can be withdrawn as late as the end of the first term, even if the child has already started school. Parents will be responsible for finding another school place if their school offer is withdrawn.

Please find below some examples of situations that will require you to determine which address to use. If your specific situation is not listed below, or you are unsure of which address you should be using, you should contact the Admissions team for further assistance by emailing kent.admissions@kent.gov.uk

Shared residency

KCC can only accept one address on the SCAF and if your child lives at two different addresses during the week because of joint residency or another formal living arrangement, we will regard the child's home address as the one at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year. KCC will use community school term dates to calculate this split, excluding school holidays. In the unlikely event that a child spends an equal number of days at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

In no other circumstance should an address be used simply because it is closer to a school of your preference.

You should not use any other address at which your child may stay during the school week such as at a friend's, grandparent's or child minder's home.

Where parents are seeking agreement on their child's application through the courts, it would be helpful to ensure any related court order makes clear which parent has the overall right to apply and where necessary, which preferences can be named. A court order cannot vary KCC's prescribed address requirements, nor can it compel a school to offer a place outside of the co-ordinated admissions process. This means a court decision is limited to what school preferences an application can include, not which school will ultimately offer a child a place.

KCC admissions team are not able to resolve parental disputes and we would expect both parties to come to a sensible agreement. If no agreement is reached neither application for the child can be processed.

Address proof will be required for the address used on the application after offers are made. If the address proof for both the applicant and the child is not sufficient then the school offer may be withdrawn.

If you are unsure which address to use if your child does stay at two addresses, please contact the Admissions team for advice.

Multiple property ownership

Depending on your circumstances, there is a possibility that you own or have access to a property closer to a school that you're interested in, but live at a property that you own or have access to elsewhere. Please be aware that you should not use the closer address unless you and your child are actually living in it and it is your main residence as defined above.

Temporary address

You should not use an address that has been rented, moved into or lived in on a short-term basis in addition to your regular 'home' because of temporary personal circumstances, such as, works being carried out to the main family residence, or living temporarily with family or friends at another home. If your circumstances have meant you have had no choice but to temporarily move to or remain living in another property, you should inform the Secondary Admissions team, by emailing kent.admissions@kent.gov.uk when you apply, to advise them of the reasons why and to provide evidence to support your circumstances. The team will advise you which address you should use, but in most circumstances it will be the address that you will be living in at the point your child starts school.

Home move

Parents should be aware that moving during the application window will likely complicate your admissions process and, in many circumstances, significantly reduces your chances of securing a place at a school of your preference. Parents are therefore advised to pay special attention to key dates in the admissions process and wherever possible, organise your affairs to ensure address changes are made within admission's deadlines. It is understood that this is not always possible, however, KCC has no discretionary authority to vary the process for parents who cannot complete address moves in time to make use of them for admissions purposes.

If you are thinking of moving but have not yet seen a property to rent or buy, then you should complete a SCAF using your current address. You should then decide if you

wish to use some of your available school preferences to apply for schools in the area you wish to move to. If you name schools that are in the area that you wish to move to, but you are not living there, there is an increased likelihood that you would not receive an offer at one of those schools as places could be offered to applicants that live nearer. You should therefore consider using some of your preferences to name schools near your current address. You will have a higher chance of securing a school near to your current address, which will offer some security in case your move falls through.

The closing date for applications is **Tuesday 31 October 2023**, however if you are moving during the admissions application window, we will be able to amend your application to reflect your new address if this is received no later than **Friday 8 December 2023**. **All parents must therefore inform the Admissions team if their home address changes between Tuesday 31 October 2023 and Friday 8 December 2023.**

We would advise you to initially apply from your current address in case your move falls through. Once you have the appropriate documentation confirming an exchange of contracts with a completion date or signed rental agreement/lease, send it to the Admissions team and we will amend your application to reflect your new address.

In most circumstances, it would be expected that you would move in before the offer day on **Friday 1 March 2024**. If you are submitting a reallocation application, the expectation is that you would move into the property by reallocation day, **Thursday 25 April 2024**.

If you have purchased a new build property, this deadline can be extended until **Sunday 1 September 2024** as a reflection of the fact that completion dates can change unexpectedly. This provision will only apply where houses are being built as part of a large-scale development, not a personal project undertaken by an individual. **If you are not resident in the property by these dates**, the offer of a school place may be withdrawn, so it is imperative you inform the Admissions team if you think you are unlikely to be living in the address by that time.

If you are moving due to a house exchange or renting a property from a Housing Association or private landlord, the letter that you receive confirming the date you can move in and your agreement to rent that property will be considered as proof of moving. KCC cannot accept a letter offering a property for you to view as proof of moving.

If you do not exchange contracts with a completion date or have a signed rental agreement/lease until after **Friday 8 December 2023**, KCC will not be able to make any amendments to your application but will use your new address for correspondence purposes. Please be aware of this deadline as no exceptions will be allowed under any circumstances.

Any residential move which takes place between the closing date for applications and the end of the first school term may be investigated to establish if a parent has misrepresented their living arrangements for the purpose of securing a school place outside of the families intended residential area. If the Admission Authority considers this to be the case it may consider the application at the time to have been misleading and may withdraw the school place even after the child has started at school.

Multiple Applications

If more than one application is received for a child, parents/guardians will be contacted and asked to agree in writing which application should be used. It is not the role of the Local Authority to decide which application to use where both parents retain parental responsibility for the child.

Where agreement cannot be reached, both applications will be withdrawn and the child will not be offered a place on **Friday 1 March 2024**. Where a Court proceeding is sought to decide which parent's application should be used, the Admissions Team will require a full copy of any Court Order before any application will be accepted.

Parents should be mindful of key deadlines when taking this approach as no extensions will be granted for any delay that arises.

Armed Forces/Crown Servants

If you are a member of Her Majesty's Armed Forces or a Crown Servant and are being posted back to the UK, you may use a UK address that you own or name a HM Forces Station/Base as a home address even though you may not be resident at the time of application. KCC must also receive an official government letter (e.g. MOD, FCDO or GCHQ) declaring a relocation date and confirming the intended address. The law allows for KCC to use this address as your families main residence even though you may not be resident at the address or even in the country.

However, it does not guarantee you a place at your preferred schools. For further information, please contact the Secondary Admissions team.

Children in Local Authority care or previously in Local Authority care

A child in Local Authority care or previously in Local Authority care is a child which is either in the care of the LA or is being provided with accommodation by a LA in the exercise of their social services functions under Section 22(1) of the Children Act 1989 or a child who ceased to be so because they became subject to an adoption, child arrangement order, or special guardianship order.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians.

A previously looked after child means such children who were adopted but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Children in Local Authority care or previously in Local Authority care get the highest priority for school places.

If you apply under this criterion, you will need to provide evidence to the Secondary Admissions Team to show that your child qualifies. Once you have completed the online application, please send copies of your evidence separately to kentonlineadmissions@kent.gov.uk including your child's name, date of birth and home address. If you do not supply evidence, it may not be possible to process your application under this criterion.

Distance

Maps and internet-based measuring tools will give you an indication of the distance from your address to a school, but they often use different reference points.

So that distances are worked out consistently KCC's measuring software uses address point data provided by the National Land and Property Gazetteer (NLPG) and updated annually.

Where applications are made from new build properties that are not registered to the NLPG, KCC may be required to temporarily use planning co-ordinates. The address point reference we have for your property is taken as one end of a straight line, with the address point reference for the school as the other end.

The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed school, these straight line measurements are used to determine how close each applicant's address is to the school. Address point references allow us to calculate distances in miles to four decimal places.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from a school.

In the unlikely event that two or more children have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

KCC supplies address point data to all schools but some Foundation and Voluntary Aided schools, Free schools and Academies may use different methods to measure distances from applicants' homes. This will be clearly explained in each school's oversubscription criteria. Where a school has not explained that it will use a different method, the method described here will apply.

Brothers and sisters

Where KCC uses the term 'brother or sister', it means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, KCC will offer a place to each of the siblings, even if doing so takes the school above its PAN. However, this may not always be possible for example, if the school is a Grammar school or it makes use of random allocation in its oversubscription criteria. This will only be done if it is possible, and stated within a school's oversubscription criteria.

If your child secures an offer of a place at the school on **Friday 1 March 2024**, sibling priority will apply to any of their siblings that apply for a place through the In Year process or who are on the school's waiting list up to the

start of the September 2024 term, even though the offered child will not have started school yet.

Where a school has not explained how it defines a sibling, the explanation given here will apply.

Health, social and special access reasons (medical)

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority under health and special access reasons will be given to those children whose mental or physical impairment or social need means they have a demonstrable and significant need to attend a particular school.

Equally, this priority will apply to children whose parent's/ guardian's physical or mental health or social needs means that they have a demonstrable and significant need for their child to attend a particular school.

Please note that social needs does not include your intended or current childcare arrangements.

All claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel can accommodate these needs.

This must be sent directly to the school before **Friday 8 December 2023** for the school to consider the evidence. Without this evidence when schools are ranking children in accordance with their oversubscription criteria, they cannot take your needs into account.

In most circumstances, an applicant should only apply for a single school under this criterion. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs. If you feel your circumstances support applying for more than one school, please discuss it with the Secondary Admissions team, who can also provide any other advice required by parents who wish to apply under this criterion.

8. My child is currently being taught in a different year group than expected for their age, how should I apply?

If your child is not taught in the year group that would be expected for their date of birth, it will be necessary to

secure agreement from any school you wish to name as a preference, before an application can be submitted for a place.

To request admission to Year 7 after the expected transition point for a child of that age (i.e. move to secondary school late), parents should contact the Head teacher of each preferred school as early as possible during the normal application period for that child's date of birth. This will allow the school and admissions authority enough time to make a decision before the closing date. You are required to complete an application for the normal point of entry at the same time, in case your request is declined.

This application can be cancelled if the school's admissions authority agrees to accept your request for deferred entry into Year 7 the following year.

The Department for Education have made clear that unless there are sound educational reasons to do otherwise, the assumption should be that children remain outside their normal year group (that is, in the year which they have been educated so far). The decision, however, remains with the admissions authority for each school you wish to name as a preference, who may decide there are compelling educational reasons for your child to be taught in their expected year group.

You are not expected to provide evidence to support your request to defer your application, but where provided, it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede a school's ability to agree to defer admission.

Where admission authorities agree to allow a child to apply for a Year 7 place the following year, parents must complete a single application through our alternative method and submit it to the local authority in the next application window. The written confirmation from each named school will need to be emailed to the team.

A similar process of request is necessary for pupils who wish to transfer to secondary school before the expected transition point for their date of birth (i.e. move to secondary school early), however, as this application will be made before the normal time for a child of that age, a single application through our alternative method can be submitted. The written confirmation from each named school will need to be emailed to the team.

The alternate method of applying can be obtained by emailing kent.admissions@kent.gov.uk

Deferred applications will be processed in the same way as all applications in the relevant admissions round, and offers will be made in accordance with each school's over subscription criteria. If none of your preferred schools can offer you a place as they receive more applications than places and other children have a higher priority, you will not be guaranteed a Year 7 place in an alternative school, although KCC will attempt to do so wherever possible.

9. How do I apply if I live outside of Kent?

If you live outside Kent but would like to send your child to a school in the county you must name the Kent school on your home Local Authority's Common Application Form and they will liaise with us. We will then inform your home Local Authority whether we can offer your child a place at your preferred Kent school.

Please note you must NOT use Kent's online application process or SCAF if you do not live in Kent. Your application will be withdrawn and will not be processed.

What to do if you are not in England

While the DfE have indicated that local authorities have the option to accept applications from families who are not currently in England, it is still necessary for all applicants to fulfil the address requirements outlined in [section 7](#).

This ensures that pupils currently resident in Kent and those intending to return are treated in a consistent manner. As some families own or are able to access more than one property, KCC's admissions process is clear on what can be considered a child's address from an admissions perspective. These requirements ensure that applications can only be made from a single address so that families are not able to undermine the key principle of the co-ordinated admissions process, which is to ensure a child cannot be offered a place at more than one school to the detriment of other applicants. Where an address does not meet these requirements, it cannot be considered for admissions purposes, which may limit KCC's ability to process a related application.

It is understood it is not always possible to arrange home moves to align with the school admissions process, however, it is similarly not possible to remove any negative impact a family may face if they are not able to use a preferred address as a result. This effect is felt equally by

parents moving within England or even within an LA's boundaries during the admissions timeframe, so parents moving back to England are not being treated any less favourably than others in similar circumstances.

The School Admissions Code provides additional provisions for families of Crown Servants and Her Majesty's Armed Forces which are detailed on [page 13](#).

10. How do you make the offers?

KCC will make sure every Kent child who has submitted a KCC Secondary Common Application Form gets ONE offer.

All admission authorities have to plan for the number of children they admit to their schools very carefully. The Published Admissions Number (PAN) noted on each school entry in "The Schools" section will show you the number of children that the school planned to admit this year.

However, since the 2012 Admissions Code was introduced, schools have been able to decide to increase this number before offers are made. This is known as offering in excess of PAN and schools can decide to do this as late as January each year. While schools can increase the number of places that they make available, they are not able to reduce the number during this timescale. As KCC will be unaware of many schools' intentions to offer in excess of PAN, it is not recorded in this book. Please contact schools you are interested in naming as preferences to see if they are intending to increase their intake number this year, if this will be important to your decision-making process.

You are invited to apply for up to four schools by completing a Secondary Common Application Form (SCAF).

Parents are advised to consider whether they intend to apply for transport assistance, when selecting their preferences, as they will be used when determining their child's eligibility. (See [page 22](#) for more information).

KCC will not normally provide transport where a parent prioritises a school which is not the nearest appropriate for transport purposes.

KCC will tell Secondary schools who has applied for places and provide them with any information that has been submitted on the child's SCAF. Schools are not told what preference number they were named on the application.

Each school will look at all their applications and draw up a rank order based on their oversubscription criteria to decide

who will get places. Oversubscription criteria are a set of rules which a school uses to place children into priority order, or rank, if it receives more applications than spaces available. This means, for example, that if how close children live to the school is an important factor, the children who live closest are most likely to be offered places.

The order you name the schools in only matters if more than one of them could offer your child a place. If this happens, we will look back at your preferences and offer whichever of them you named highest on the form. The unused offer for the lower preference school(s) will then be offered to a child that was ranked lower on that school's list.

If you have named a Grammar school as the highest preference on your Secondary Common Application Form, and that Grammar school has too many applications from suitable candidates, it may not be possible to offer you a place there, even if your child has done well enough in the Kent Test to qualify for a Grammar school place. If this happens, you will be offered the next highest available of your remaining preferences, even if that is not a Grammar school.

If none of your preferred schools can offer you a place because there were other children who had a greater eligibility for the place(s) than your child when the oversubscription criteria were applied, KCC will allocate an alternative school that has available places. Whilst this school may not be one of your preferences, KCC has a legal obligation to offer every child a school place.

KCC will try to make this the nearest school to your home with available places. This school may be some distance from your home as KCC can only offer a place from a school that has spaces remaining once all other applications have been considered.

The allocation that is made will not take into account any of your child's individual circumstances or your preferences for a particular type of school e.g. a church school, size of school, childcare facilities or travelling arrangements. If your child has been assessed as eligible to be offered a Grammar school, KCC will attempt to offer them a place at the nearest Grammar school to their home. If it is not possible to offer a Grammar school place, KCC may be required to offer an alternative Comprehensive school instead.

11. How likely am I to get offered my first preference school?

The best way to assess the chances of your child getting into your first preference school is to study that school's oversubscription criteria (see links in school details section).

Before you fill in the SCAF make sure that you have read the oversubscription criteria for the schools you are listing. You need to think carefully about whether your child is likely to meet these criteria.

One of the most important criteria for many schools is the distance you live from the school. The distances from which schools allocate places change from year to year, depending on demand. You may need to check with the school whether they have been able to admit children from your address in recent years. When deciding your preferences, be realistic about how likely you are to be offered a place there.

Some schools have entrance tests. Ask yourself whether your child is good at the subject being tested or at taking tests generally.

Some third-party websites offer parents an indication of their chances of securing a school place. KCC does not validate the information on these websites and so parents should exercise caution when making decisions based on the data that they provide.

Having considered all these matters, rank the schools you would like in order of preference.

Remember that other people will choose the same schools as you. If their children meet the criteria of a particular school better than yours, they will be offered a place ahead of your child.

The law recognises that it may not always be possible to carry out parents' wishes, for a number of reasons:

- because this would "prejudice the provision of efficient education or the efficient use of resources";
- because a particular school may be full;
- because it is a selective (Grammar) school and the child has not reached the required standard;
- because the child has been permanently excluded from two or more schools.

12. 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.

2

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.

3

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.

4

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.

5

Oliver lives a long way from his nearest Community Grammar school. He has a Grammar assessment.

The parents' preferences are:

1. Local Foundation Grammar School
2. Academy Grammar School
3. Community Grammar School
4. Neighbouring Grammar Academy

Oliver is assessed suitable for grammar school, but this year all the grammar schools named by his parents on the SCAF are oversubscribed. Some take account of test scores and some take account of home address, but none of them can offer Oliver a place, because too many other applicants are ranked above him. As there are no other options for KCC to consider, and it cannot find a vacant Grammar school place within a reasonable distance of his home, he is allocated a local school which does not select its intake and still has spaces. Whilst this school was not one of Oliver's preferences, KCC has a legal obligation to offer every child a school place.

6

Josef and his friend Imran have named the same grammar schools as their first two preferences. Grammar School A ranks children for admission according to how high their test score is, Grammar School B ranks them according to how close they live to the school.

Josef lives close to School B, Imran has a higher test score but lives further away.

Josef's grammar preferences are: 1. School B 2. School A

Imran's grammar preferences are: 1. School B 2. School A

Josef is given his first preference, School B, because this school prioritises children who live closer, even if they have a lower test score.

Imran is given his second preference, School A, because this school prioritises children who score more highly, even if they live further away.

13. What happens after I've received an offer?

On **Friday 1 March 2024** KCC will contact Kent parents to inform them of the school they have been offered. You will receive only ONE offer. E-mail messages will be sent after 4pm to parents who provided an email address on their application, and letters will be posted first class to all other parents.

Please be aware that KCC has no control over email delivery times once they have left our servers and some email providers may delay sending the messages to account holders. Parents are also advised to check their spam mail folders for the email before contacting kentonlineadmissions@kent.gov.uk

All online applicants can also log back on to their online applications after 5pm and view their school offer.

The applying parent must let the offered school know whether you are accepting or refusing the place by **Friday 15 March 2024**.

If you do not let the school know that you are accepting the place, it may be offered to someone else and you will lose it.

You can also lose your school place if the information you put on your application form is later found to be incorrect.

If you have applied for a Kent school but do not live in Kent your home Local Authority will notify you on **Friday 1 March 2024** to tell you which school you have been offered.

PLEASE ensure that you carefully read all of the correspondence as this will provide you with additional information on what to do next. It will provide you with an opportunity to either accept or refuse the place offered to you, how to request that your child's name is placed on the waiting list for any school you named on your SCAF but were not offered, and it will provide information on how to appeal against the decision to refuse your child a place at the school.

14. How do I join a school's waiting list?

If a school is full, the admissions authority for that school must keep a waiting list, at least until the start of the January term 2025.

A Grammar school can only put children on its waiting list who have been assessed suitable for Grammar school.

On **Thursday 25 April 2024** the Council will run a reallocation process to offer any vacant places to children on schools' waiting lists.

Reallocation works in the same way as the process which offered places on **Friday 1 March 2024**, so that any places which may have become available can be offered to children on waiting lists, ranked by the schools according to their original oversubscription criteria. If more than one of the schools a parent would like can offer a place, we will offer the one they ranked highest on their waiting list form.

After **Thursday 25 April 2024** schools will use their waiting lists to allocate any vacant places as they arise. The names on a school's waiting list must be ranked according to its published oversubscription criteria, and it is required by law to rank the list in accordance with the criteria again every time a child is added to it. If the number of children who accept places drops below the school's published admission number, the waiting list will be used to determine who gets the vacant places.

Looked after children, previously looked after children and those who must be offered a place through a Fair Access Protocol will take precedence over others on a waiting list. Putting your child's name on the waiting list for a school will not stop you appealing for a place there – you can do both.

Putting your child's name on the waiting list for one school will not prejudice an appeal for another and appealing for one school will not affect your position on the waiting list for another.

While KCC will allow you to join the waiting list for a school you named as a lower preference than the school you have been offered, some other Local Authority's admissions processes do not allow this and instead limit waiting list requests to higher preference schools only. Please contact the Local Authority of the lower preference school whose waiting list you wish to join, to check if they will allow this. In all circumstances, KCC's online waiting list form should be completed and submitted to be considered. If the form is not submitted then waiting lists will not be able to be processed. Do not make waiting list requests directly with an out of county school or directly to another Local Authority.

15. How can I lodge an appeal?

If you are unhappy that you have not been offered one of your preferred schools, you can appeal. All parents have the right to appeal against any decision to refuse them a school place. This means that you can appeal for a place at any school that you named and were not offered, wherever you ranked it on the Secondary Common Application Form.

You can appeal for any school you have been turned down for, but if it is a Kent school, please do your best to make sure that your appeal is received by **Thursday 28 March 2024**. This will help the people who organise a school's appeal hearings to try to arrange for all the appeals for that school to be considered at the same time and by the same panel, which is what the School Admission Appeals Code recommends. Do not wait for the outcome of one appeal or the offer of a place at another school before appealing; you can always withdraw an appeal request later.

Appeals received after **Thursday 28 March 2024** will need to be accompanied by a reasonable explanation as to why they are late. It is best if all appeals can be heard at one time. A late appeal may have to be heard after others for the same school.

Parents who have appealed unsuccessfully for a particular Kent school may not appeal for a place at the same school within the academic year, unless they can show there has been a significant and material change in their circumstances since the appeal.

If a pupil with an EHCP is not happy with the school named in their plan, you have the right to appeal to the special educational needs and disability tribunal. This is also the correct route if parents wanted a grammar school and the child has not been grammar assessed. More advice is available on the SEND pages of www.kent.gov.uk, or from your SEN caseworker.

16. I've missed the deadline, what can I do?

Applications received after Friday 8 December 2023 but before Friday 15 March 2024 will not receive a school offer on Friday 1 March 2024. KCC will consider these new applications with applicants that have joined a school's waiting list on the reallocation date of **Thursday 25 April 2024**. New applicants will be sent an email after 4pm where they have provided an email address, and letters will be posted first class to all other parents.

If none of the schools you have expressed a preference for on your application can be offered to you, KCC will offer you an alternative school. We will also advise you on your right to appeal against this decision and ask if you wish to be placed on the school's waiting lists.

After **Thursday 25 April 2024** you can request to go on any school's waiting list and if places become available, schools will offer directly to parents. KCC will not make any further offers.

Applications made after **Friday 15 March 2024** should be made directly to the school. These applications will be processed in a similar way to In Year applications.

Parents who have already received an offer of a school place from KCC should apply using an In Year Application Form (IYAF).

Parents who are applying to Kent for the first time should use a Post Reallocation Common Application Form (PRCAF). To apply via this method please contact kent.admissions@kent.gov.uk who will support and advise parents as well as provide a copy of the application method.

Where parents are having difficulties in finding a school place, or require any support, please email kentinyearadmissions@kent.gov.uk or call 03000 412121 and ask for the In Year Admissions Team.

In Year admission to all Secondary schools except Grammar schools

Year 7 applications received after the start of term are called In Year admissions.

In Year applications for Kent school places should be made direct to schools, using a separate copy of KCC's In Year Application Form (IYAF) for each child and each school applied. Kent schools will let you know in writing whether they can offer a place and will inform KCC about the application and whether an offer has been made.

Schools which do not require children to take any entry tests will normally be expected to tell parents in writing within 10 school days, but they must be notified in writing within 15 school days of receiving the application whether they can offer a place.

If a school you apply for cannot offer you a place, the letter/email telling you this should explain how to appeal and how to put your child's name on the school's waiting list.

A Grammar school can only put children on its waiting list if they have been assessed suitable for Grammar school.

If a child has secured a place at a school through the co-ordinated admissions process, but has yet to start, they would still be considered as being on roll when a school assesses their sibling's applications against the school's oversubscription criteria.

In Year admission to a Grammar school

If you arrive in Kent after the 11+ tests and want a year 7 place at a Grammar school, your child will need to be assessed. This can be arranged through the Grammar school you are applying for. Until the end of the first term in the school year, all Grammar schools will use the Kent test, so one set of tests will give you an assessment which is valid for any Grammar school in KCC boundaries.

If your child has not already been tested and you are looking for a year 7 place after the first term in the school year, or a place in a different year group, the Grammar school will use its own assessment process. If you apply for more than one Grammar school your child will need to take a different test for each Grammar school you apply for.

If you have applied In Year but cannot find a school place

If you are a Kent resident who has applied to your preferred schools but have been unable to secure a place, you can contact KCC's In Year Admissions Team, who will let you know of any other schools which have places so that you can apply direct to these schools. If there are no places available and your child is out of school, the application may be referred to a local panel under the Fair Access Protocol (FAP), to decide which school can admit them. If your child is already attending a school in the local area, no alternative place will be offered.

If you want to apply in year for a place at a school located in another Local Authority's area, please contact the admissions team for further information. You can obtain information about the process and copies of the IYAF from the KCC website or from any Kent school. Enquiries can also be made by emailing: kentinyearadmissions@kent.gov.uk

17. My child has a disability, is the process the same?

Some children may have a disability within the meaning of the Equality Act 2010. It is unlawful for a school in relation to certain activities to treat a disabled child less favourably than a non-disabled child, without justification.

The activities where a school must take care not to discriminate unfairly concern admissions, exclusions, and the provision of education and related services. A school must make reasonable adjustments to ensure that it does not treat a disabled child less favourably although reasonable adjustments do not extend to physical adaptations or the provision of equipment. A school is able to justify its actions where it can demonstrate that the adjustments required are unreasonable. A disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the person's ability to carry out day to day activities.

There will be some children who have an EHCP who do not fit this definition but, equally, there will be children who do not have an EHCP who are considered to have a disability.

If you think that your child has been discriminated against on the grounds of a disability in relation to the arrangements made for his or her admission, you may have a right of appeal. Advice is provided at www.gov.uk

18. Will I be able to get transport to the school?

You can apply for any school and we will try to offer you the place that you want, but as the admission criteria for schools are separate from the criteria for assistance with home to school transport you will not automatically receive transport assistance to any school that offers you a place.

The schools you select as preferences will have a huge impact on your likelihood of securing transport assistance, so please consider if you will need help in getting your child to school when selecting them. Parents should therefore not wait until the school place has been offered before considering how they will get their child to school.

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; and
- more than three miles from home using the shortest available route.

Appropriateness in this instance means:

- age appropriate – attendance at a Primary or Secondary school;
- ability appropriate – attendance at a Mainstream or Special school.

The nearest appropriate school for transport purposes is the school that is closest to your home via the shortest available route and that is suitable for the child's age and ability when the above criteria are applied. This differs from the admissions process, which predominantly uses the straight-line distance between a child's home and school.

Eligibility

Assessment for eligibility for free transport to the nearest appropriate school does not normally take account of parents' preference for a single-sex or mixed school, a particular type of school like a Grammar school or a school with a specialism.

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.

However, how your child will travel to and from school may be a factor you will need to take into consideration when making your school preferences known and you will need to consider carefully what options are available to you as transport assistance will not automatically be given for any school that may have offered your child a place.

For children who live in towns and villages close to the county border, it is particularly important to understand which is your closest school for transport purposes. Transport will only be provided to the nearest appropriate school where it is more than 3 miles from the home and in some parts of the county this may be a school located in another education authority, outside of Kent.

If you wish to express a preference for a school which is not your nearest and is not within walking or cycling distance, alternative transport options available to you can be found

at www.kent.gov.uk/schooltransport such as the KCC Travel Saver pass as this can be used on all registered public bus routes.

Further information about this pass can be found on page 22 of this book, in the Home to School Transport Guidance or at www.kent.gov.uk/travelsaver

There are also helpful links at www.kent.gov.uk for public bus service information.

Free transport usually means your child will get a season ticket (pass) for public transport, or a seat on a bus/vehicle hired by KCC. As transport is provided for so many children, it will not be possible to offer parents their choice of route or vehicle.

KCC does not routinely provide discretionary transport assistance to Grammar schools or denominational (faith) schools. There are exceptions for some children in the care of KCC and some from low income families.

The offer of a Grammar school place does not guarantee that transport will be provided to that school if there is another mainstream school or academy closer to your home.

If the Secondary school nearest your home is a Grammar school it will only be counted as your nearest school for transport purposes if your child has a Grammar school assessment, because it can only take children who have been assessed suitable for a Grammar school.

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 £16,385);
- 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.

When parents receive Child Tax Credit but not Working Tax Credit, the level of yearly income (currently £16,385) would

be taken into account when assessing the child's eligibility. If parents receive both Child Tax Credit and Working Tax Credit, then the Working Tax Credit element overrides the Child Tax Credit Element and parents must be in receipt of the maximum level of Working Tax Credit to qualify for transport assistance on low income grounds.

In addition to receiving the above benefits, to be eligible for transport assistance, the child must be aged between 11 and 16 and:

- attend one of the three nearest schools to their home that is between 2 and 6 miles from the home;
- the school has been selected on the basis of the parent's stated religion or belief, is the nearest school of that type to the child's home and is between 2 and 15 miles from the home.

The parent must demonstrate to KCC's satisfaction that the request is based on the requirements of their religion and that they do adhere to that religion, or that they hold the belief in question and that belief is materially relevant to the school chosen for their child. Where parents declare that they are practising members of a religion or faith KCC will require evidence of this, including, where appropriate, the application form signed by the relevant religious representative.

Proof of receipt of the maximum Working Tax Credit is asked for and this is usually the form TC602, which is sent to you by HM Revenue & Customs. For a child who is entitled to free school meals the proof will be a letter from KCC's Awards Department.

Where applicants are in receipt of Universal Credit, they may be required to provide up to three month's worth of statements, however, they should initially provide the latest statement only.

Additional information can be found within the Home to School Transport booklet. These can be obtained, along with the application forms, from primary schools, from County Hall on: **03000 412121** or can be downloaded from www.kent.gov.uk/schooltransport

Children aged 11-16 who meet these conditions (ie: if they are in the care of KCC, or their family receives one of the benefits listed above, or they are entitled to free school meals) will have transport funded to their nearest Grammar school, assuming:

- they have met the entry requirements of the Grammar school, been offered a place there; and
- it is the nearest Grammar school to their home that is between 2 and 15 miles away.

If they qualified for and applied to their nearest Grammar school but could not get a place there because it was oversubscribed, transport will be provided to the next nearest Grammar school able to offer a place, provided it is between 2 and 15 miles from their home.

Transport offered on these grounds will be reviewed annually. The Transport Eligibility Team must be advised of any changes to the family's or child's circumstances as soon as possible, in order to reassess the child's eligibility for transport assistance.

Walking distances and routes

Statutory school distance is set in legislation and is different depending on the child's age. A child's school must be over the statutory school distance for them to be considered for free school transport. For a child over the age of 8, the school must be over 3 miles from their home.

KCC will initially identify your nearest appropriate school via the shortest available route. School Transport distances are calculated between the permanent main residence and the school. Route assessments may take into account public footpaths, bridleways, other footpaths as well as recognised roads where they are available. Where the distance to a school is over 6 miles, vehicular road routes may be favoured regardless of where there may be shorter walking routes.

This initial assessment will not consider whether the chosen route is of a hazardous nature as there is no expectation that children will necessarily use this specific route to access their place of education. This stage simply establishes which school is the closest school to your home.

All distances between children's homes and schools are measured using KCC's own software and not any other internet measuring device. In this way, all children are assessed consistently in the same way under the distance criterion and conditions. Distances will be calculated to the school point defined in this software, which is not necessarily the nearest point between your home and the school's perimeter.

KCC will normally only provide transport assistance to your nearest school, if the school is over the statutory walking distance outlined above. Where a safe walking route is available to your nearest appropriate school that is shorter than the statutory walking distance, transport will not be provided as it is expected that your child would be able to walk to school. Where no safe walking route is available or where the shortest available safe walking route it is over the statutory distance, free school transport will be provided to

your nearest appropriate school. A safe walking route is one where a child can walk safely accompanied as necessary by a responsible adult. Once your nearest school has been established, KCC will not consider the route your child may take to any other school, as they will not be eligible to receive free school transport to that school.

If parents live within the statutory walking distance and consider the route to their child's school to be hazardous, they can request for it to be assessed by KCC Transport Officers.

A route is considered hazardous where it would be unsafe for a child to make use of it even if they were accompanied by a responsible adult. While KCC uses this criterion to assess a route, parents must decide if they wish for their child to travel to school on their own and make alternative arrangements if they do not feel that this is appropriate. To be eligible for a review, children must be attending their nearest appropriate school for transport purposes. The assessment will consider whether the route is a safe walking route. If a route is assessed as hazardous, free school transport will be provided.

The Transport Eligibility Team will not be able to advise you of the exact measurement or which school is the nearest over the telephone due to the large number of applications received and their need to prioritise assessing them.

Applying for home to school transport

Home to school transport information booklets will be available from the Transport Team during the Spring Term 2024 and from www.kent.gov.uk/schooltransport, which will include information about how the application process will operate.

If the child is eligible to receive free transport assistance, the Transport Eligibility Team will advise parents by post or email.

Other transport options

KCC Travel Saver pass

If you're not entitled to free transport to school or want greater flexibility than home to school transport can provide, you may wish to consider a KCC Travel Saver pass. The KCC Travel Saver pass enables young people in academic years 7-11 who live in Kent to travel free on virtually all public buses in the county, from 06.00-19.00, Monday to Friday, 1st September to 31st July, for a fee of £450 per year (subject to change). To ensure a pass is ready for the start of the new academic year applications must be submitted by 31 July.

A small number of bespoke bus services to schools may apply an additional charge. The cost of the pass is halved for low income households and free to some children who are in the Care of KCC. The KCC Travel Saver pass does not affect a child's entitlement to free home to school transport, and parents can apply for both.

Parents are advised to visit www.kent.gov.uk/travelsaver for up to date advice and further information on how to apply online and the terms and conditions of the pass, including a list of participating bus operators.

Vacant Seat Payment Scheme (VSPS)

Children who do not qualify for free transport because they live less than the statutory distance from school or because they are not attending their nearest school can apply for a vacant seat on a hired school vehicle.

The 2023/24 charge for this is £400 year for each pupil (subject to change). Public Transport can give you more information. We offer this scheme annually, so you must re-apply each year. There is no guarantee that the scheme will always be available and even if you are offered a seat when you apply, it may not be possible to offer a seat to you in subsequent years. Where seats are no longer available, parents will be given notice until the end of that academic year, after which they will have to make their own arrangements.

Parents should also note that these seats cannot be allocated until all entitled pupils have been processed and are issued on a first come, first served basis. This does mean it can take several weeks after the start of term before a pass is issued.

During this time, parents are responsible for making their own travel arrangements. To apply for a Vacant Seat, parents should tick the appropriate box on the application form when applying for transport assistance.

School transport and the environment (Sustainable Transport)

Tackling the school run

We are committed to working with schools, parents and pupils to reduce congestion caused by the school run (the busy period when parents drive their children to and from school). It's estimated that at least one in five vehicles on the road at 8.45am are taking students to school which has a huge effect on how we all get around. The school run also adds to pollution and carbon emissions that affect air quality and climate change.

We are also working to develop healthy schools and to encourage young people to take part in more physical activity. Walking and cycling to school is a good way to get more exercise and is proven to benefit health and wellbeing, attendance and pupil performance.

School Travel Plans

Nearly all of Kent's schools now have a School Travel Plan. This is a strategy and action plan, tailored to the school, which seeks to encourage and facilitate sustainable travel choices by pupils, adult carers and staff. We continue to offer advice to schools, through our travel plan management database, in order to help increase and sustain the proportion of active, healthy, safe and sustainable journeys to and from school.

Kent schools have been very successful at producing School Travel Plans to encourage sustainable travel to schools. Most Kent schools now have a plan so you may wish to contact the headteacher of your school to find out about their actions for encouraging sustainable travel.

Walk to school

KCC promotes and encourages walking to school given its benefits to health and wellbeing. Even if you can't walk to school every day or you live too far away, you could consider walking just once a week or 'park and stride' by parking a short distance from the school and walking the last bit of your journey. You can find out how to include active travel options in your journeys at kentconnected.org

Cycle to school

Cycle training is a very important way to increase confidence and safety. We deliver National Standard Cycle Training otherwise known as Bikeability. There are 3 levels of training that aim to give people the skills and confidence to ride their bikes on today's roads. We deliver Level 1 and 2 training to children in year 6. In addition, we will pilot Level 3 training to Secondary school children. Bikeability will either be provided by KCC, or if the school is part of a School Games Organisation partnership, training will be arranged via School Games Organisers (SGOs). We are working with SGOs to make sure every year 6 child has access to level 2 training.

Children will need to:

- be at least 10 years old for level 2 training;
- be able to ride their bike;
- have an appropriate cycle helmet;
- have a bike that is roadworthy.

Training costs around £10 per child. However, this may vary in some schools because they have paid to enter a partnership with a School Games Host Organisation to access a range of different activities, including Bikeability.

We are working hard to improve cycle routes across the county. For information about cycle routes in your area visit www.kent.gov.uk/cycling. Printed maps are available for some locations and can be found in libraries, Gateways and Tourist Information Centres.

Public transport

Buses and trains may prove to be a good option for some pupils. For information about available services in your area, together with discounted tickets and incentive schemes visit: www.kent.gov.uk/publictransport

Car sharing/buddy scheme

Parents can reduce the cost and time involved in the school run by sharing cars with friends and neighbours. This should only be considered in line with the latest advice from central government regarding social distancing. They can find out more about sharing cars in Kent on the website liftshare.com/uk, or ask their chosen school if they can match them with parents travelling from the same area. If half of UK motorists received a lift one day a week, congestion and pollution would be reduced by 10%.

Responsible parking

Inconsiderate parking and manoeuvring in the vicinity of school entrances can present a significant safety hazard. Parents should support their school, other road users and local residents by avoiding parking on 'Keep-Clear' markings and, where possible, park or drop-off a safe distance from the school and encourage pupils to walk to the school gates.

KCC work with schools, Kent Police and Local Civil Enforcement teams to take action against inconsiderate and dangerous parking. For further details and access to our online toolkit and resources please go to www.responsibleparking.co.uk

19. General Information

School Fund

There is no charge or cost for admission to a maintained school, and nothing published in a school's own prospectus or said at an open evening about contributing to the School Fund should put you off applying for a place. Most schools operate a School Fund to help them pay for extra activities and equipment which cannot be provided from the school's own budget, and they invite parents to contribute to it if their child takes up a place there. Contributing to a school fund is entirely voluntary.

School meals

where pupils can choose what they want to buy. A main meal will typically cost between £2.50 – £3.00 (subject to change). However, this depends on suppliers and the meal choices available.

Free school meals are available for:

- children from families who can prove that they receive Income Support, Income Based Job Seeker's Allowance or the guaranteed element of Pension Credit;
- children from families who receive Child Tax Credit, provided they do not receive Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) which does not exceed £16,385 (Subject to change under the proposed government universal credit changes. Further details are available at www.gov.uk/universal-credit).
- the children of Asylum Seekers who are supported under part IV of the Immigration and Asylum Act 1999 and can provide appropriate documentation from the National Asylum Support Services.

For further information or advice, ring the contact centre (03000 412121) and ask them to put you through to your local Awards Team.

Religious education

The law requires Community, Foundation and Voluntary Controlled schools and Academies which do not have a religious character to provide religious education that fulfils the requirements of a local agreed syllabus. The syllabus will reflect the fact that the religious traditions in Britain are mainly Christian, whilst taking into account the teaching and practices of other principal religions represented in Britain. Voluntary Aided schools and Academies with a religious character normally follow a syllabus which reflects their religious designation.

Religious education is intended for all pupils, but parents do have the right to withdraw their child from all or part of RE.

If you think you may wish to do this, you are encouraged to discuss the religious education provision in the school with the Headteacher.

Collective worship

Taking each school term as a whole, the majority of acts of collective worship in schools and academies that do not have a religious character will be wholly or mainly of a broadly Christian character.

Voluntary Aided and Voluntary Controlled schools and Academies with a religious character must deliver collective worship in line with their trust deeds, articles of government or funding agreement. For example, if the school is a Church of England or Roman Catholic school, the worship must be Christian and should reflect the denomination of the school.

Like religious education, collective worship is intended for all pupils, but parents do have the right to withdraw their child from it. You may want to find out more about collective worship in the school before you make a decision.

Maintaining good behaviour

All our schools encourage a high standard of behaviour from pupils, both in and out of the classroom. We believe that education is very much about passing on the values of courtesy, consideration for others, tolerance and understanding.

Self-discipline is what we are looking for in our pupils. We want them to have pride in themselves and in how others see them.

Parents are encouraged to help develop responsible attitudes in their children and the county's schools are encouraged to maintain a close partnership with parents.

Each school has its own discipline or behaviour policy which lays down the ground rules for behaviour inside schools and whilst pupils represent the school. The policy will detail what solutions the Headteacher and governors will consider in case of misbehaviour.

Private fostering

A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent, grandparent, aunt, uncle, step parent (including civil partnerships), sister or brother where the child is to be cared for in that person's home for 28 days or more. A private

foster carer is someone who cares for another person's child in their own home such as:

- extended family members (great-aunts, great-uncles, cousins);
- someone who is called 'aunt' or 'uncle' but is not related to the child;
- a friend of the family;
- someone who is not married to the child's mother or father but is a partner or ex-partner.

There are many reasons for a child being privately fostered, such as:

- a parent is ill;
- a parent is in prison;
- a parent is going abroad;
- the relationship between the parent and young person has broken down;
- family crisis or bereavement;
- parents might be studying or working long hours;
- a child has come from another country to study English privately or at a language school;

The law requires anybody who is privately fostering a child, or who is intending to do so, to notify social services.

If you are already caring for a child under a private fostering arrangement you must notify social services immediately.

Social services have a legal duty to make sure that the welfare of all privately fostered children is safeguarded and promoted and that they are living in safe and suitable surroundings. Social services give advice to parents, private foster carers and any child who is being privately fostered.

Please contact Specialist Children's Services on **0300 041 1111** and ask to speak to someone about a private fostering arrangement if you need to advise about a proposed private fostering arrangement or need some advice or guidance.

Adolescent Health and Emotional Wellbeing Service

Local teams led by Public health school nurses work with schools, parents and other services to improve the general health and wellbeing of all secondary aged school children and their families. The teams provide advice, support and help with a variety of general health issues including; daytime and night time wetting and soiling, healthy eating and lifestyle, puberty and growing up, sexual health, stopping smoking, drug and alcohol misuse, sleep and complex health needs.

The School Public Health service also provide an emotional health and wellbeing service which includes interventions to address anxiety, stress, depression, self-harm and anger management. We can also provide an emotional wellbeing counselling service, staffed by trained counsellors. The School Public Health Service also offers a confidential text messaging service that enables children and young people (11-19) to contact their school nurse directly.

As a service we work with all children, young people and families in Kent. You do not have to be in school to use this service.

More information on our service can be found from visiting our website www.kentyouthhealth.nhs.uk

Telephone number: **080 0113 474**

Email: nem-tr.kentchildrenandyoungpeoplehealthservices@nhs.net

Secondary School Immunisation Service

The following vaccinations are offered to pupils in secondary school:

- Human Papilloma Virus (HPV) vaccination which protects against certain cancers and genital warts. Dose 1 offered to pupils in year 8, dose 2 offered to pupils in year 9.
- Meningococcal disease strains A, C, W, Y (MenACWY). Offered to young people in years 9 and 10
- Diphtheria Tetanus and Polio (Td/IPV). Offered at the same time as MenACWY in years 9 and 10.

As a service we work with all children, young people and families in Kent. You do not have to be in school to use this service.

Telephone number: **0300 123 5205**

Email: kchft.cyp-immunisationteam@nhs.net

I have more questions, who can I talk to?

The Secondary Admissions Team will offer advice to those families who find the secondary transfer process difficult to understand, they can help parents to make the most realistic choice of school that best meets their child's needs. Primary Headteachers will also be in a position to help with this.

If you have looked at this book, visited the schools and talked to your child's teachers but still feel you need some extra help:

- Your Primary school may have a Family Liaison Officer (FLO) or Parent Support Adviser (PSA) who you can talk to at school. If you know who they are speak to them directly or ask the school for details.
- You can email Secondary Admission Team kent.admissions@kent.gov.uk who will reply during normal office hours.

Information, Advice and Support Kent (IASK)

IASK offers confidential and impartial, information, advice and support for parents* of children with special educational needs or disability and the same service is offered to children** and young people*** who have special educational needs or disability.

Information, Advice and Support Kent has an experienced team available to listen and discuss any issues parents may have around their child's education. Working at arm's length to the authority IASK aims to empower parents, children and young people to fully participate in discussions and make informed choices.

* parents includes all those adults with parental responsibility and carers

** children 0-16 compulsory school age

*** young people 16-25

IASK can:

- be available and accessible to answer questions via a telephone helpline or in the local community;
- offer time to discuss issues in depth and explore options;
- support at meetings with school and/or the Local Authority;
- provide information about other agencies and processes;
- help parents to communicate their views or concerns;
- help prepare paperwork;
- help with queries about the education system;
- provide information about social care and short breaks;
- provide information about appeals to the SEND Tribunal and support to attend mediation;
- provide a range of information leaflets about education processes (available in other languages on request).

How to contact IASK

Telephone helpline: **03000 413000**

Email: iask@kent.gov.uk

The helpline is open Monday to Friday 9am-5pm (answerphone and email are available 24 hours). Or visit the IASK team at a local drop-in (ring the helpline or check online for dates and venues).
Website: www.kent.gov.uk/iask

The office site provides disabled access and facilities at: Shepway Centre Oxford Road Maidstone ME15 8AW.
Office Tel: 03000 412412

20. What are the options after my child turns 16?

If you are in year 10 or 11 at school you will need to think about what you'd like to do next. You have some important choices to make and there are lots of options available to you. The choices you make now will affect the university courses or types of jobs you can apply for later.

www.kentchoices4u.com is a website containing information to help 14 to 19 year olds make the right choices for further education. The website acts as an online prospectus and lists all schools, colleges and work-based learning providers across the county and the courses, learning and training they offer. By accessing the website you can gain access to over 1,000 learning and training opportunities.

You can search the website using three categories. You can browse courses by subject, by provider, or by using a keyword search. These will help you access the information you are looking for more quickly than browsing the entire prospectus.

21. Your guide to Data Protection

The General Data Protection Regulation (GDPR) gives rights to you, our customers, about how your personal information is obtained and used by KCC. GDPR also places obligations on KCC. This guide informs you of your rights under GDPR and details how we handle your personal information. Parents can find KCC's Admissions Privacy Notice at www.kent.gov.uk/privacy

What information do we hold and how do we obtain it?

Generally, we receive information about you from one or more of the following sources:

- the Primary school your child attends;
- KCC Admission Application Forms you complete and send to us.

We will hold your child's name, date of birth, school and address history and any information you provide us to apply under a preferred school's oversubscription criteria (eg sibling name, church attendance, FSM status etc). We will also hold the applying parent's name and address. This information will be added to your child's central education electronic record, which will be kept until your child's 25th birthday.

For what purpose do we use your information?

We use your information for one of a number of purposes, which are outlined below:

- the information will be used to allocate your child a place at a school under the School's Admissions Code 2021;
- identifying information will be passed to schools and possibly the Department of Education and other officers in the County Council for the purposes of strategic planning and policy development.

Caring for your information

We undertake that we will have in place a level of security appropriate to the nature of the information and the harm that might result from a breach of security. This means we will look after your personal information properly.

We further undertake that we will:

- not hold information about you that is excessive in relation to the purpose for which it is processed;
- keep any information about you accurate and where necessary up-to-date. To help us to do this, please keep us informed if any of your details change;
- not keep information processed for any purpose or purposes longer than necessary;

- process your information in accordance with your rights under GDPR;
- not share your information with other people unless it is required by law or with your consent.

Or you can write to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: **01625 545700** (switchboard)
Email: [**mail@ico.gsi.gov.uk**](mailto:mail@ico.gsi.gov.uk).

Your rights

The General Data Protection Regulations controls how your personal information is used by organisations, businesses or the government. Under this legislation you have the right to:

- access any personal data held about you;
- have inaccurate information about you corrected;
- to be forgotten (erasure);
- restrict processing;
- object to processing;
- stop automated decision making;
- data portability.

You can exercise any of these rights by:

- emailing [**dataprotection@kent.gov.uk**](mailto:dataprotection@kent.gov.uk);
- writing to the Information Resilience and Transparency Team, Kent County Council, Room 2.87, Sessions House, County Hall, Maidstone, ME14 1XQ.

Before we can continue with your request, you'll need to provide:

- proof of your identity;
- proof of your current address.

If you have asked for a copy of any personal information we hold about you, you may have to pay a fee for the administrative costs of providing you with this information. We will tell you if you need to pay us anything and we reserve the right to waive any fees.

We will respond to you within one month of receiving your written request although we can extend this to three months if your request is complex.

The time period starts from when we receive sufficient information plus proof that you are who you say you are to progress your request, so please be as specific as possible in your written request. We will contact you if we need more information.

General information about GDPR and your rights can be found on the information Commissioners website at the following link [**www.ico.org.uk**](http://www.ico.org.uk)

Kent County Council

Kent County Council (LA No: 886)
Fair Access – Co-ordinated Admissions Office
Tel: **03000 412121**
kent.admissions@kent.gov.uk

Other Local Authorities

London Borough of Bexley (LA No: 303)
Education Department Civic Offices
2 Watling Street
Bexleyheath
Kent
DA6 7AT
Tel: **020 8303 7777**
schooladmissions@bexley.gov.uk

Medway Council (LA No: 887)
Children's Services
Gun Wharf
Dock Road
Chatham
ME4 4TR
Tel: **01634 331110**
admissions@medway.gov.uk

East Sussex County Council (LA No: 845)
Education Department
County Hall
St Anne's Crescent
Lewes
BN7 1SG
Tel: **03003 309472**
admissions@eastsussex.gov.uk

Surrey County Council (LA No: 936)
School Admissions Quadrant
Court 35
Guildford Road
Woking
Surrey
GU22 7QQ
Tel: **03002 001004**
schooladmissions@surreycc.gov.uk

London Borough of Bromley (LA No: 305)
Education Department
Stockwell Close
The Civic Centre
Bromley
BR1 3UH
Tel: **020 8313 4044**
school.admissions@bromley.gov.uk

West Sussex County Council (LA No: 938)
Pupil Admissions Team North
County Hall
Chart Way
Horsham
RH12 1XH
Tel: **03330 142903**
admissions.north@westsussex.gov.uk

Pupil Admissions Team South
Centenary House
Durrington Lane
Worthing
BN13 2QB
Tel: **03330 142903**
admissions.south@westsussex.gov.uk

The Schools

The Schools				
Abbey School London Road Faversham ME13 8RZ 01795 532633	DfE no	4033	Headteacher	Dr Rowland Speller
	PAN	210	Email	zlonghurst@abbeyschoolfaversham.co.uk
	Status	Academy	Website	www.abbeyschoolfaversham.co.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Archbishop's School St Stephens Hill Canterbury CT2 7AP 01227 765805	DfE no	5426	Headteacher	Mr David Elliott
	PAN	140	Email	admin@archbishops.kent.sch.uk
	Status	Foundation	Website	www.archbishops-school.co.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
Astor Secondary School Astor Avenue Dover CT17 0AS 01304 201151	DfE no	4113	Headteacher	Mr Lee Kane
	PAN	150	Email	office@astorschool.com
	Status	Academy	Website	www.astorschool.com
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Aylesford School Teapot Lane Aylesford ME20 7JU 01622 717341	DfE no	4029	Headteacher	Miss Tanya Kelvie
	PAN	180	Email	info@aylesford.kent.sch.uk
	Status	Foundation	Website	www.aylesford.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Barton Court Grammar School Longport Canterbury CT1 1PH 01227 464600	DfE no	5444	Headteacher	Mr Jonathan Hopkins
	PAN	150	Email	office@bartoncourt.org
	Status	Academy	Website	www.bartoncourt.org
	Gender	Mixed	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Barton Manor School Spring Lane Canterbury CT1 1SU 01227 532140	DfE no	4028	Headteacher	Mr Richard Morgan
	PAN	150	Email	office@bartonmanor.org
	Status	Academy	Website	www.bartonmanor.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Bennett Memorial Diocesan School Culverden Down Tunbridge Wells TN4 9SH 01892 521595	DfE no	5464	Headteacher	Mr Jon Sparke
	PAN	300	Email	admissions@bennett.kent.sch.uk
	Status	Academy	Website	www.bennettmemorial.co.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
Borden Grammar School Avenue Of Remembrance Sittingbourne ME10 4DB 01795 424192	DfE no	4527	Headteacher	Mr Ashley Tomlin
	PAN	150	Email	jcole@bordengrammar.kent.sch.uk
	Status	Academy	Website	www.bordengrammar.kent.sch.uk
	Gender	Boys	SIF Required	Yes – Free School Meals or Pupil Premium
	Age	11-18	Own Test	Yes

The Schools

Brockhill Park Performing Arts College	DfE no	5466	Headteacher	Mrs Sonette Schwartz
Sandling Road	PAN	235	Email	office@brockhill.kent.sch.uk
Saltwood, Hythe	Status	Academy	Website	www.brockhill.kent.sch.uk
CT21 4HL	Gender	Mixed	SIF Required	No
01303 265521	Age	11-18	Own Test	No
Canterbury Academy	DfE no	5421	Headteacher	Mr Jon Watson
Knight Avenue	PAN	210	Email	admissions@canterbury.kent.sch.uk
Canterbury	Status	Academy	Website	www.canterbury.kent.sch.uk
CT2 8QA	Gender	Mixed	SIF Required	Yes – 15% Music & Banding Assessment
01227 463971	Age	11-18	Own Test	Yes
Charles Dickens School	DfE no	4016	Headteacher	Mr Warren Smith
Broadstairs Road	PAN	232	Email	mdarvell@cds.kent.sch.uk
Broadstairs	Status	Academy	Website	www.cds.kent.sch.uk
CT10 2RL	Gender	Mixed	SIF Required	No
01843 862988	Age	11-18	Own Test	No
Chatham & Clarendon Grammar School	DfE no	5462	Headteacher	Mrs Debra Liddicoat
Chatham Street	PAN	180	Email	registrar@ccgrammarschool.co.uk
Ramsgate	Status	Academy	Website	www.ccgrammarschool.co.uk
CT11 7PS	Gender	Mixed	SIF Required	Yes – Health & Pupil/Service Premium
01843 591075	Age	11-18	Own Test	No
Chilmington Green School – Proposed to open 2024	DfE no	TBC	Headteacher	Mr Jon Rutland
Ashford	PAN	120	Email	info@chilmingtongreenschool.org.uk
TN23 4QE	Status	Free School	Website	chilmingtongreenschool.org.uk
01233 811110	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Cornwallis Academy	DfE no	6913	Headteacher	Mrs Samantha McMahon
Hubbards Lane	PAN	210	Email	office@cornwallisacademy.com
Linton, Maidstone	Status	Academy	Website	www.futureschoolstrust.com
ME17 4HX	Gender	Mixed	SIF Required	No
01622 743152	Age	11-18	Own Test	No
Cranbrook School	DfE no	5416	Headteacher	Mr David Clark
Waterloo Road	PAN	90	Email	registrar@cranbrook.kent.sch.uk
Cranbrook	Status	Academy	Website	www.cranbrookschool.co.uk
TN17 3JD	Gender	Mixed	SIF Required	Yes – Pupil Premium
01580 711800	Age	11-18	Own Test	No
Dane Court Grammar School	DfE no	5460	Headteacher	Mr Martin Jones
Broadstairs Road	PAN	165	Email	hobbs@danecourt.kent.sch.uk
Broadstairs	Status	Academy	Website	www.danecourt.kent.sch.uk
CT10 2RT	Gender	Mixed	SIF Required	Yes – Pupil Premium
01843 864941	Age	11-18	Own Test	No
Dartford Grammar School	DfE no	5406	Headteacher	Mr Julian Metcalf
West Hill	PAN	180	Email	admissions@dartfordgrammarschool.org.uk
Dartford	Status	Academy	Website	www.dartfordgrammarschool.org.uk
DA1 2HW	Gender	Boys	SIF Required	Yes – Pupil Premium
01322 223039	Age	11-18	Own Test	No

The Schools				
Dartford Grammar School for Girls Shepherds Lane Dartford DA1 2NT 01322 223123	DfE no	5411	Headteacher	Mrs Sharon Pritchard
	PAN	180	Email	cbalmer@dartfordgrammargirls.org.uk
	Status	Academy	Website	www.dartfordgrammargirls.org.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Dartford Science and Technology College Heath Lane Dartford DA1 2LY 01322 224309	DfE no	4026	Headteacher	Ms Joanne Sangster
	PAN	150	Email	carley.williams@dstc.kent.sch.uk
	Status	Foundation	Website	www.dstc.kent.sch.uk
	Gender	Girls	SIF Required	No
	Age	11-18	Own Test	No
Dover Christ Church Academy Melbourne Avenue Dover CT16 2EG 01304 820126	DfE no	6917	Headteacher	Mr Jamie MacLean
	PAN	150	Email	doncastere@dccacademy.org.uk
	Status	Academy	Website	www.dccacademy.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Dover Grammar School for Boys Astor Avenue Dover CT17 0DQ 01304 206117	DfE no	5459	Headteacher	Mr Philip Horstrup
	PAN	150	Email	admissions@dgsb.co.uk
	Status	Foundation	Website	www.dgsb.co.uk
	Gender	Boys	SIF Required	Yes – Pupil Premium, Children in Local Authority Care & Internationally Adopted children
	Age	11-18	Own Test	Yes
Dover Grammar School for Girls Frith Road Dover CT16 2PZ 01304 206625	DfE no	4109	Headteacher	Mr Robert Benson
	PAN	140	Email	enquiries@dggs.kent.sch.uk
	Status	Community	Website	www.dggs.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	Yes
Duke of York's Royal Military School* Guston Dover CT15 5EQ 01304 245023 <i>*Fee Paying State Boarding School</i>	DfE no	6918	Headteacher	Mr Alex Foreman
	PAN	52 Boys, 52 Girls	Email	admissions@doyrms.com
	Status	Academy	Website	www.doyrms.com
	Gender	Mixed	SIF Required	Yes – Boarding Suitability
	Age	11-18	Own Test	Yes
Ebbsfleet Academy Southfleet Road Swanscombe DA10 0BZ 01322 242252	DfE no	4001	Headteacher	Ms Gurjit Kaur Shergill
	PAN	150	Email	admin@theebbsfleetacademy.org.uk
	Status	Academy	Website	www.theebbsfleetacademy.org.uk
	Gender	Mixed	SIF Required	Yes – Fair Banding Test
	Age	11-18	Own Test	Yes
Folkestone Academy Academy Lane Folkestone CT19 5FP 01303 842400	DfE no	4020	Headteacher	Mr Steven Shaw
	PAN	210	Email	Secondary.admin@folkestoneacademy.com
	Status	Academy	Website	www.folkestoneacademy.com
	Gender	Mixed	SIF Required	Yes – 10% Creative Arts
	Age	11-18	Own Test	No
Folkestone School for Girls Coolinge Lane Folkestone CT20 3RB 01303 251125	DfE no	5437	Headteacher	Mr Mark Lester
	PAN	180	Email	npetrie@folkestonegirls.kent.sch.uk
	Status	Academy	Website	www.folkestonegirls.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	Yes

The Schools				
Fulston Manor School Brenchley Road Sittingbourne ME10 4EG 01795 475228	DfE no	5414	Headteacher	Mrs Susie Burden
	PAN	210	Email	admissions@fulstonmanor.kent.scho.uk
	Status	Academy	Website	www.fulstonmanor.kent.sch.uk
	Gender	Mixed	SIF Required	Yes – 10% Sport or Performing Arts
	Age	11-18	Own Test	No
Goodwin Academy Hamilton Road Deal CT14 9BD 03333 602210	DfE no	4023	Headteacher	Rachael Moon
	PAN	180	Email	Neil.Barnes@goodwinacademy.tsat.uk
	Status	Academy	Website	www.goodwinacademy.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Gravesend Grammar School Church Walk Gravesend DA12 2PR 01474 331893	DfE no	5465	Headteacher	Mr Malcolm Moaby
	PAN	210	Email	admissions@gravesendgrammar.com
	Status	Academy	Website	www.gravesendgrammar.com
	Gender	Boys	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Hadlow Rural Community School Tonbridge Road Hadlow, Tonbridge TN11 0AU 01732 498120	DfE no	4009	Headteacher	Mr Paul Boxall
	PAN	100	Email	contact@hrcschool.org
	Status	Free School	Website	www.hrcschool.org
	Gender	Mixed	SIF Required	Yes – Banding Assessment
	Age	11-16	Own Test	Yes
Hartsdown Academy George V Avenue Margate CT9 5RE 01843 227957	DfE no	4172	Headteacher	Mr Matthew Tate
	PAN	150	Email	millern@hartsdown.org
	Status	Academy	Website	www.hartsdown.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Harvey Grammar School Cheriton Road Folkestone CT19 5JY 01303 252131	DfE no	4101	Headteacher	Mr Scott Norman
	PAN	150	Email	enquiries@harveygs.kent.sch.uk
	Status	Academy	Website	www.harveygs.kent.sch.uk
	Gender	Boys	SIF Required	No
	Age	11-18	Own Test	Yes
Herne Bay High School Bullockstone Road Herne Bay CT6 7NS 01227 361221	DfE no	5448	Headteacher	Mr Jon Boyes
	PAN	258	Email	k.molloy@hernebayhigh.org
	Status	Academy	Website	www.hernebayhigh.org
	Gender	Mixed	SIF Required	Yes – Banding Assessment
	Age	11-18	Own Test	Yes
Highsted Grammar School Highsted Road Sittingbourne ME10 4PT 01795 424223	DfE no	4080	Headteacher	Ms Anne Kelly
	PAN	150	Email	admin@highsted.kent.sch.uk
	Status	Academy	Website	www.highsted.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Highworth Grammar School Maidstone Road Ashford TN24 8UD 01233 624910	DfE no	4092	Headteacher	Mr Duncan Beer
	PAN	210	Email	admissions@highworth.kent.sch.uk
	Status	Academy	Website	www.highworth.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No

The Schools

Hillview School for Girls Brionne Gardens Tonbridge TN9 2HE 01795 533132	DfE no	5450	Headteacher	Mrs Hilary Burkett
	PAN	208	Email	admissions@hillview.kent.sch.uk
	Status	Academy	Website	www.hillview.kent.sch.uk
	Gender	Girls	SIF Required	Yes – 10% Performing and Visual Arts & children previously in care outside of England
	Age	11-18		
			Own Test	No
Holmesdale School Malling Road Snodland ME6 5HS 01634 240416	DfE no	4027	Headteacher	Mr Lee Downey
	PAN	180	Email	ths_office@swale.at
	Status	Foundation	Website	www.holmesdale.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Homewood School and Sixth Form Centre Ashford Road Tenterden TN30 6LT 01580 764222	DfE no	5408	Headteacher	Mr Jeremy Single
	PAN	360	Email	l.castle@homewood.kent.sch.uk
	Status	Academy	Website	www.homewood-school.co.uk
	Gender	Mixed	SIF Required	Yes – 20% Ability Band
	Age	11-18	Own Test	Yes
Hugh Christie School White Cottage Road Tonbridge TN10 4PU 01732 353544	DfE no	5431	Headteacher	Mr Palak Shah
	PAN	165	Email	sfaburnsk@tonbridgefederation.co.uk
	Status	Foundation	Website	www.hughchristie.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Invicta Grammar School Huntsman Lane Maidstone ME14 5DS 01622 755856	DfE no	4058	Headteacher	Mrs Van Beales
	PAN	240	Email	c.fryer@invicta.viat.org.uk
	Status	Academy	Website	www.invicta.viat.org.uk
	Gender	Girls	SIF Required	Yes – Free School Meals
	Age	11-18	Own Test	No
John Wallis Church of England Academy Millbank Road Kingsnorth, Ashford TN23 3HG 01233 623465	DfE no	6919	Headteacher	Mr Damian McBeath
	PAN	210	Email	admissions@thejohnwallisacademy.org
	Status	Academy	Website	www.thejohnwallisacademy.org
	Gender	Mixed	SIF Required	Yes – 10% Faith
	Age	3-18	Own Test	No
Judd School Brook Street Tonbridge TN9 2PN 01732 770880	DfE no	4622	Headteacher	Mr Jonathan Wood
	PAN	180	Email	enquiries@judd.kent.sch.uk
	Status	Voluntary Aided	Website	www.judd.online
	Gender	Boys	SIF Required	Yes – Free School Meals or Pupil Premium (Y7 Entry Inner Area Only)
	Age	11-18		
			Own Test	No
King Ethelbert School Canterbury Road Birchington CT7 9BL 01843 831999	DfE no	4120	Headteacher	Mr Tom Sellen
	PAN	150	Email	admissions@kingethelbert.kent.sch.uk
	Status	Academy	Website	www.kingethelbert.com
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No

The Schools

Knole Academy Bradbourne Vale Road Sevenoaks TN13 3LE 01732 454608	DfE no	6905	Headteacher	Mr David Collins
	PAN	240	Email	admissions@knoleacademy.org
	Status	Academy	Website	www.knoleacademy.org
	Gender	Mixed	SIF Required	Yes – 10% Expressive Artistic Aptitude (Art, Dance, Drama & Music)
	Age	11-18		
			Own Test	No
Leigh Academy Green Street Green Road Dartford DA1 1QE 01322 6205400	DfE no	6910	Headteacher	Mrs Julia Collins
	PAN	240	Email	admissions@leighacademy.org.uk
	Status	Academy	Website	www.leighacademy.org.uk
	Gender	Mixed	SIF Required	Yes – Banding Assessment
	Age	11-18	Own Test	Yes
Leigh Academy Tonbridge (previously Hayesbrook Academy) Brook Street Tonbridge TN9 2PH 01732 500600	DfE no	5455	Headteacher	Mr Michael Crow
	PAN	151	Email	secretary@hayesbrook.kent.sch.uk
	Status	Academy	Website	www.hayesbrook.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Leigh UTC Brunel Way Dartford DA1 5TF 01322 626600	DfE no	4012	Headteacher	Mr Kevin Watson
	PAN	120	Email	admissions@theleighutc.org.uk
	Status	Academy	Website	www.theleighutc.org.uk
	Gender	Mixed	SIF Required	Yes - Fair Banding Test
	Age	11-18	Own Test	Yes
Lenham School Ham Lane Lenham, Maidstone ME17 2LL 01622 858267	DfE no	4015	Headteacher	Mr Robbie Ferguson
	PAN	150	Email	office@thelenham.viat.org.uk
	Status	Academy	Website	www.thelenham.viat.org.uk
	Gender	Mixed	SIF Form Req	No
	Age	11-18	Own Test	No
Longfield Academy Main Road Longfield, Dartford DA3 7PH 01474 700700	DfE no	6914	Headteacher	Dr Felix Donkor
	PAN	180	Email	christine.goodwin@longfieldacademy.org
	Status	Academy	Website	www.longfieldacademy.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Maidstone Grammar School Barton Road Maidstone ME15 7BT 01622 752101	DfE no	4522	Headteacher	Mr Mark Tomkins
	PAN	205	Email	school@mgs.kent.sch.uk
	Status	Foundation	Website	www.mgs.kent.sch.uk
	Gender	Boys	SIF Required	Yes – Free School Meals
	Age	11-18	Own Test	No
Maidstone Grammar School for Girls Buckland Road Maidstone ME16 0SF 01622 752103	DfE no	4523	Headteacher	Miss Deborah Stanley
	PAN	210	Email	admissions@mggs.org
	Status	Foundation	Website	www.mggs.org
	Gender	Girls	SIF Required	Yes – Pupil Premium & Children previously in care outside of England
	Age	11-18		
			Own Test	No
Malling School Beech Road East Malling, West Malling ME19 6DH 01732 840995	DfE no	5425	Headteacher	Mr John Vennart
	PAN	159	Email	Headteacher@themallingschool.kent.sch.uk
	Status	Foundation	Website	www.themallingschool.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No

The Schools

Maplesden Noakes School	DfE no	5401	Headteacher	Mr Richard Owen
Buckland Road	PAN	240	Email	admissions@maplesden.kent.sch.uk
Maidstone	Status	Academy	Website	www.maplesden.kent.sch.uk
ME16 0TJ	Gender	Mixed	SIF Required	No
01622 759036	Age	11-18	Own Test	No
Marsh Academy	DfE no	6909	Headteacher	Mr Shaun Simmons
Station Road	PAN	180	Email	MClayson@marshacademy.org.uk
New Romney	Status	Academy	Website	www.marshacademy.org.uk
TN28 8BB	Gender	Mixed	SIF Required	No
01797 364593	Age	11-18	Own Test	No
Mascalls Academy	DfE no	5439	Headteacher	Mrs Jo Brooks
Maidstone Road	PAN	270	Email	tina.banks@mascallsacademy.org.uk
Paddock Wood, Tonbridge	Status	Academy	Website	www.mascallsacademy.org.uk
TN12 6LT	Gender	Mixed	SIF Required	No
01892 835366	Age	11-18	Own Test	No
Mayfield Grammar School	DfE no	5467	Headteacher	Mrs Elaine Wilson
Pelham Road	PAN	210	Email	admissions2023@msgsg.kent.sch.uk
Gravesend	Status	Academy	Website	www.msgsg.kent.sch.uk
DA11 0JE	Gender	Girls	SIF Required	Yes – Free School Meals
01474 352896	Age	11-18	Own Test	Yes
Meopham School	DfE no	4004	Headteacher	Mr Glenn Prebble
Wrotham Road	PAN	200	Email	mss-reception@swale.at
Meopham, Gravesend	Status	Academy	Website	www.meophamschool.org.uk
DA13 0AH	Gender	Mixed	SIF Required	No
01474 814646	Age	11-18	Own Test	No
New Line Learning Academy	DfE no	6912	Headteacher	Ms Sharry Mackie
Boughton Lane	PAN	180	Email	nyoung@newlinelearning.com
Loose, Maidstone	Status	Academy	Website	www.newlinelearning.com
ME15 9QL	Gender	Mixed	SIF Required	No
01622 743286	Age	11-16	Own Test	No
North School	DfE no	4246	Headteacher	Mrs Clair Ellerby
Essella Road	PAN	215	Email	TNS-Office@swale.at
Ashford	Status	Academy	Website	www.thenorthschool.org.uk
TN24 8AL	Gender	Mixed	SIF Required	No
01233 614600	Age	11-19	Own Test	No
Northfleet School for Girls	DfE no	4040	Headteacher	Mr Chris Norwood
Hall Road	PAN	210	Email	admissions@nsfg.org.uk
Northfleet	Status	Foundation	Website	www.nsfg.org.uk
DA11 8AQ	Gender	Girls	SIF Required	No
01474 831020	Age	11-18	Own Test	No
Northfleet Technology College	DfE no	5456	Headteacher	Mr Steven Gallears
Colyer Road	PAN	164	Email	Admissions@ntc.Kent.sch.uk
Northfleet	Status	Foundation	Website	www.ntc.kent.sch.uk
DA11 8BG	Gender	Boys	SIF Required	No
01474 533802	Age	11-18	Own Test	No

The Schools				
Norton Knatchbull School Hythe Road Ashford TN24 0QJ 01233 620045	DfE no	4528	Headteacher	Mr Ben Greene
	PAN	210	Email	eseccombe@nks.kent.sch.uk
	Status	Academy	Website	www.nks.kent.sch.uk
	Gender	Boys	SIF Required	No
	Age	11-18	Own Test	No
Oakwood Park Grammar School Oakwood Park Maidstone ME16 8AH 01622 726683	DfE no	5422	Headteacher	Mr Kevin Moody
	PAN	160	Email	office@opgs.org
	Status	Academy	Website	www.opgs.org
	Gender	Boys	SIF Required	Yes – Pupil Premium & Children previously in care outside of England
	Age	11-18	Own Test	No
Oasis Academy Isle of Sheppey Minster Road Minster-On-Sea ME12 3JQ 01795 873591	DfE no	6915	Headteacher	Mr A S Booth
	PAN	390	Email	admissions@oasisisleofsheppey.org
	Status	Academy	Website	www.oasisacademyisleofsheppey.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Orchards Academy St Mary's Road Swanley BR8 7TE 01322 665231	DfE no	4031	Headteacher	Mr Andy Lazenby
	PAN	120	Email	enquiries@orchards-tkat.org
	Status	Academy	Website	www.orchards-tkat.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Queen Elizabeth's Grammar School Abbey Place Faversham ME13 7BQ 01795 533132	DfE no	5449	Headteacher	Mr David Anderson
	PAN	180	Email	office@queenelizabeths.kent.sch.uk
	Status	Academy	Website	www.queenelizabeths.kent.sch.uk
	Gender	Mixed	SIF Required	Yes – Free School Meals or Pupil Premium
	Age	11-18	Own Test	No
Royal Harbour Academy Newlands Lane Ramsgate CT12 6RH 01843 572500	DfE no	4030	Headteacher	Mr Simon Pullen
	PAN	200	Email	Wood@rha.kent.sch.uk
	Status	Foundation	Website	www.rha.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Sandwich Technology School Deal Road Sandwich CT13 0FA 01304 610000	DfE no	5463	Headteacher	Mrs Tracey Savage
	PAN	255	Email	admin@sandwich-tech.kent.sch.uk
	Status	Academy	Website	www.sandwich-tech.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
School of Science and Technology Maidstone New Cut Road Maidstone ME14 5GQ 01622 938444	DfE no	4019	Headteacher	Mrs Van Beales
	PAN	180	Email	admissions@sst.viat.org.uk
	Status	Academy	Website	www.sstmaidstone.viat.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Simon Langton Girls' Grammar School Old Dover Road Canterbury CT1 3EW 01227 463711	DfE no	4534	Headteacher	Mr Paul Pollard
	PAN	165	Email	admissions@langton.kent.sch.uk
	Status	Voluntary Cntrl.	Website	www.langton.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No

The Schools				
Simon Langton Grammar School for Boys Langton Lane, Nackington Road Canterbury CT4 7AS 01227 463567	DfE no	5412	Headteacher	Mr Ken Moffat
	PAN	150	Email	admissions@thelangton.kent.sch.uk
	Status	Foundation	Website	www.thelangton.org.uk
	Gender	Boys	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Sir Roger Manwood's School Manwood Road Sandwich CT13 9JX 01304 610200	DfE no	5428	Headteacher	Mr Lee Hunter
	PAN	150	Email	admissions@srms.kent.sch.uk
	Status	Academy	Website	www.manwoods.co.uk
	Gender	Mixed	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Sittingbourne School Swanstree Avenue Sittingbourne ME10 4NL 01795 472449	DfE no	4002	Headteacher	Mr Nicholas Smith
	PAN	270	Email	tss-office@swale.at
	Status	Academy	Website	www.thesittingbourneschool.org.uk
	Gender	Mixed	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Skinner's Kent Academy Sandown Park Tunbridge Wells TN2 4PY 01892 534377	DfE no	6916	Headteacher	Miss Hannah Knowles
	PAN	180	Email	admissions@skinnerkent.org.uk
	Status	Academy	Website	www.skinnerkentacademy.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Skinner's School St John's Road Tunbridge Wells TN4 9PG 01892 520732	DfE no	5418	Headteacher	Mr Edward Wesson
	PAN	160	Email	admissions@skinner-school.org.uk
	Status	Academy	Website	www.skinner-school.co.uk
	Gender	Boys	SIF Required	Yes – Only for pupils registered in that academic year for Pupil Premium
	Age	11-18	Own Test	No
Spire Academy Bredlands Lane Sturry, Canterbury CT2 0HB 01227 710392	DfE no	6911	Headteacher	Mrs Anna Burden
	PAN	150	Email	office@spires.e21c.co.uk
	Status	Academy	Website	www.spireacademy.com
	Gender	Mixed	SIF Required	No
	Age	11-16	Own Test	No
St Anselm's Catholic School Old Dover Road Canterbury CT1 3EN 01227 826200	DfE no	5446	Headteacher	Mr Jez Rowarth
	PAN	180	Email	admissions@st-anselms.org.uk
	Status	Academy	Website	www.stanselmscantebury.org.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
St Augustine Academy Oakwood Road Maidstone ME16 8AE 01622 752490	DfE no	4000	Headteacher	Mr Jason Feldwick
	PAN	150	Email	office@saa.woodard.co.uk
	Status	Academy	Website	www.saa.woodard.co.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
St Edmund's Catholic School Old Charlton Road Dover CT16 2QB 01304 201551	DfE no	4013	Headteacher	Mrs Grainne Parsons
	PAN	120	Email	office@st-edmunds.com
	Status	Academy	Website	www.st-edmunds.com
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-16	Own Test	No

The Schools

St George's Church of England Foundation School Westwood Road Broadstairs CT10 2LH 01843 861696	DfE no	5447	Headteacher	Mr Adam Mirams
	PAN	217	Email	admin@st-georgescfe-Thanet.kent.sch.uk
	Status	Foundation	Website	www.stgeorges-school.org.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	4-18	Own Test	No
St George's Church of England School Meadow Road Gravesend DA11 7LS 01474 533082	DfE no	5404	Headteacher	Mr Matthew Lillie
	PAN	210	Email	rair@saintgeorgescfe.kent.sch.uk
	Status	Academy	Website	www.saintgeorgescfe.kent.sch.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-16	Own Test	No
St Gregory's Catholic School Reynolds Lane Tunbridge Wells TN4 9XL 01892 527444	DfE no	5435	Headteacher	Mr Philip Byrne
	PAN	210	Email	admissions@sgschool.org.uk
	Status	Academy	Website	www.sgschool.org.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
St John's Catholic Comprehensive School Rochester Road Gravesend DA12 2JW 01474 534718	DfE no	5461	Headteacher	Mr Matthew Barron
	PAN	196	Email	LHodges326@stj.kent.sch.uk
	Status	Voluntary Aided	Website	www.stjohnscs.com
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
St Simon Stock Catholic School Oakwood Park Maidstone ME16 0JP 01622 754551	DfE no	5432	Headteacher	Mr Jon Malone
	PAN	180	Email	admissions@ssscs.co.uk
	Status	Academy	Website	www.ssscs.co.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
Stone Lodge School Stone Lodge Road Dartford DA2 6FY 01322 250340	DfE no	4024	Headteacher	Mr Gavin Barnett
	PAN	240	Email	admissions@stonelodgeschool.co.uk
	Status	Free School	Website	www.stonelodgeschool.co.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Thamesview School Thong Lane Gravesend DA12 4LF 01474 566552	DfE no	5407	Headteacher	Mr George Rorke
	PAN	180	Email	school@thamesview.kent.sch.uk
	Status	Foundation	Website	www.thamesviewsch.co.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Tonbridge Grammar School Deakin Leas Tonbridge TN9 2JR 01732 365125	DfE no	5443	Headteacher	Mrs Rebecca Crean
	PAN	180	Email	admissions@tgs.kent.sch.uk
	Status	Academy	Website	www.tgs.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Towers School and Sixth Form Centre Faversham Road Kennington, Ashford TN24 9AL 01233 634171	DfE no	4196	Headteacher	Mr Richard Billings
	PAN	243	Email	s.brand@towers.school
	Status	Academy	Website	www.towers.kent.sch.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No

The Schools

Trinity School Seal Hollow Road Sevenoaks TN13 3SL 01732 469111	DfE no	4006	Headteacher	Dr Matthew Pawson
	PAN	180	Email	admissions@trinitysevenoaks.com
	Status	Free	Website	www.trinitysevenoaks.org.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
Tunbridge Wells Girls' Grammar School Southfield Road Tunbridge Wells TN4 9UJ 01892 520902	DfE no	4043	Headteacher	Mrs Katie Marchant
	PAN	145	Email	admissions@twggs.kent.sch.uk
	Status	Foundation	Website	www.twggs.kent.sch.uk
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Tunbridge Wells Grammar School for Boys Main Site: Wilderness Campus: St Johns Road Seal Hollow Road Tunbridge Wells Sevenoaks TN4 9XB TN13 3SL 01892 529551 01892 529551	DfE no	4045	Headteacher	Ms Amanda Simpson
	PAN	300	Email	thegrammarschool@twgsboys.kent.sch.uk
	Status	Community	Website	www.twgsb.org.uk
	Gender	Boys	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Turner Free School Tile Kiln Lane Cheriton, Folkestone CT19 4PB 01303 842400	DfE no	4021	Headteacher	Ms Jennifer van Deelen
	PAN	180	Email	tfsadmissions@turnerschools.com
	Status	Free School	Website	www.turnerfreeschool.org
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Ursuline College 225 Canterbury Road Westgate-On-Sea CT8 8LX 01843 834431	DfE no	4633	Headteacher	Mrs Danielle Lancefield
	PAN	150	Email	Headpa@ursuline.kent.sch.uk
	Status	Academy	Website	www.ursuline.kent.sch.uk
	Gender	Mixed	SIF Required	Yes – Faith
	Age	11-18	Own Test	No
Valley Park School Huntsman Lane Maidstone ME14 5DT 01622 679421	DfE no	4249	Headteacher	Mr David Jones
	PAN	240	Email	admissions@valleypark.viat.org.uk
	Status	Academy	Website	www.valleypark.viat.org.uk
	Gender	Mixed	SIF Required	Yes – Up to 10% Music, Art or Performing Arts
	Age	11-18	Own Test	No
Weald of Kent Grammar School Main Site: Sevenoaks Campus: Tudeley Lane Seal Hollow Road Tonbridge Sevenoaks TN9 2JP TN13 3SN 01732 373500 01732 373500	DfE no	4046	Headteacher	Mr RV Booth
	PAN	270	Email	admissions@wealdgs.org
	Status	Academy	Website	www.wealdgs.org
	Gender	Girls	SIF Required	Yes – Pupil Premium
	Age	11-18	Own Test	No
Westlands School Westlands Avenue Sittingbourne ME10 1PF 01795 477475	DfE no	5434	Headteacher	Miss Christina Honess
	PAN	285	Email	westlandsoffice@swale.at
	Status	Academy	Website	www.westlands.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Whitstable School Bellevue Road Whitstable CT5 1PX 01227 931300	DfE no	4091	Headteacher	Mr Alex Holmes
	PAN	210	Email	tw_s_admin@swale.at
	Status	Academy	Website	www.thewhitstableschool.org.uk
	Gender	Mixed	SIF Required	Yes – Special Aptitude
	Age	11-18	Own Test	No

The Schools				
Wilmington Academy Common Lane Wilmington, Dartford DA2 7DR 01322 272111	DfE no	6920	Headteacher	Mr Michael Gore
	PAN	240	Email	admissions@wilmingtonacademy.org.uk
	Status	Academy	Website	www.wilmingtonacademy.org.uk
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Wilmington Grammar School for Boys Common Lane Wilmington, Dartford DA2 7DA 01322 223090	DfE no	5403	Headteacher	Mr Stuart Harrington
	PAN	180	Email	admissions@wgsb.org.uk
	Status	Academy	Website	www.wgsb.co.uk
	Gender	Boys	SIF Required	Yes – Sibling Link and/or Pupil Premium within 3 miles
	Age	11-18	Own Test	No
Wilmington Grammar School for Girls Parsons Lane Dartford DA2 7BB 01322 226351	DfE no	5400	Headteacher	Mrs Michelle Lawson
	PAN	180	Email	jbassett@wgsg.co.uk
	Status	Academy	Website	www.wgsg.co.uk
	Gender	Girls	SIF Required	Yes – Sibling currently at WGSG or WGSB and Pupil Premium
	Age	11-18	Own Test	No
Wrotham School Borough Green Road Wrotham, Sevenoaks TN15 7RD 03000 658320	DfE no	5409	Headteacher	Mr Michael Cater
	PAN	190	Email	admissions@wrotham.kent.sch.uk
	Status	Academy	Website	www.wrothamschool.com
	Gender	Mixed	SIF Required	No
	Age	11-18	Own Test	No
Wye School Olantigh Road Wye TN25 5EJ 01233 811110	DfE no	4007	Headteacher	Mr Luke Magee
	PAN	90	Email	Caroline.Castle@wyeschool.org.uk
	Status	Free School	Website	www.wyeschool.org.uk
	Gender	Mixed	SIF Required	Yes – Children adopted from outside of England
	Age	11-18	Own Test	No

Admissions for Year 9 - Cranbrook School, and Year 10 - University Technical College

KCC also handles admissions for year 9 entry to Cranbrook School and year 10 entry to University Technical College. Please see details below on how to apply.

Year 9 - Cranbrook School

Name: Cranbrook School

Address: Waterloo Road, Cranbrook, Kent, TN17 3JD

LA: 886 DFE: 5416

PAN: 150 (38 Day and 52 Boarding)

Headteacher: Mr David Clark

Admissions Contact : Ms Nicky Stewart-Blacker (Registrar)

Email: registrar@cranbrook.kent.sch.uk

Telephone: 01580 711800

There will be 60 Day places which will be taken by existing pupils progressing from year 8.

Cranbrook School is Kent's only year 9 entry school. It is both a Grammar and a Boarding School. The child is required to sit and pass the Cranbrook Entrance Exam to be eligible for a place.

Applications for entry in September 2024 will open on **Friday 1 September 2023** and close on **Tuesday 31 October 2023**. Whether you are applying for a Day or Boarding place you need to return your form to KCC.

Entrance examinations for day and boarding students for September 2024 entry will take place **Saturday 18 November 2023**. For further information regarding boarding suitability interviews please see school website.

Year 10 - University Technical College

Name: Leigh University Technical College

LA: 886 DFE: 4012

PAN: 150

Headteacher: Steve Leahey

Admissions Contact: Sabrina Catanho

SIF Form: Yes (please contact the school for more details)

Leigh UTC is currently the only University Technical College in Kent and caters for years 10-13. The other UTCs in neighbouring Local Authorities are in Greenwich and Medway. To apply for any of these schools please fill out a UTC MS Form available at kent.gov.uk/secondaryadmissions

Summary Tables

Admissions 2023 Offer Day Outcome

DFE No.	School Name	Intake	Total Applications (including EHCP)	Offers (including EHCP)	Local Authority Allocations
4033	Abbey School	210	284	210	23
5426	Archbishop's School	140	200	165	85
4113	Astor Secondary School	210	317	140	18
4029	Aylesford School	180	425	180	0
5444	Barton Court Grammar School	155	815	124	0
4028	Barton Manor School	150	658	150	0
5464	Bennett Memorial Diocesan School	300	1041	300	0
4527	Borden Grammar School	150	190	150	0
5466	Brockhill Park Performing Arts College	235	741	235	0
5421	Canterbury Academy	210	832	210	0
4016	Charles Dickens School	232	755	232	0
5462	Chatham & Clarendon Grammar School	180	572	158	0
6913	Cornwallis Academy	240	573	241	0
5416	Cranbrook School	90	268	90	0
5460	Dane Court Grammar School	165	568	165	0
5406	Dartford Grammar School	180	1326	180	0
5411	Dartford Grammar School for Girls	180	1156	180	0
4026	Dartford Science & Technology College	150	423	150	0
6917	Dover Christ Church Academy	150	345	145	0
5459	Dover Grammar School for Boys	155	335	145	5 or less
4109	Dover Grammar School for Girls	140	348	140	0
6918	Duke of York's Royal Military School	104	49	23	0
4001	Ebbsfleet Academy	150	314	181	66
4020	Folkestone Academy	210	389	213	36
5437	Folkestone School for Girls	180	385	180	0
5414	Fulston Manor School	225	1059	226	0
4023	Goodwin Academy	180	306	169	8
5465	Gravesend Grammar School	210	710	210	0
4009	Hadlow Rural Community School	100	281	100	0
4172	Hartsdown Academy	210	268	252	102
4101	Harvey Grammar School	150	357	150	0
5448	Herne Bay High School	276	549	276	0

Admissions 2023 Offer Day Outcome

DFE No.	School Name	Intake	Total Applications (including EHCP)	Offers (including EHCP)	Local Authority Allocations
4080	Highsted Grammar School	120	349	108	0
4092	Highworth Grammar School	210	424	207	5 or less
5450	Hillview School for Girls	235	754	235	0
4027	Holmesdale School	180	207	180	70
5408	Homewood School and Sixth Form Centre	360	636	390	41
5431	Hugh Christie School	165	335	165	16
4058	Invicta Grammar School	256	734	256	5 or less
6919	John Wallis Church of England Academy	240	518	270	9
4622	Judd School	180	804	180	0
4120	King Ethelbert School	154	639	154	0
6905	Knole Academy	250	934	250	0
6910	Leigh Academy	270	799	270	0
5455	Leigh Academy Tonbridge (Formerly Hayesbrook Academy)	181	477	181	0
4012	Leigh UTC	150	358	150	30
4015	Lenham School	160	484	160	0
6914	Longfield Academy	192	593	192	0
4522	Maidstone Grammar School	205	630	205	0
4523	Maidstone Grammar School for Girls	210	488	154	0
5425	Malling School	159	546	159	0
5401	Maplesden Noakes School	240	1008	240	0
6909	Marsh Academy	200	293	194	5 or less
5439	Mascalls Academy	300	524	300	54
5467	Mayfield Grammar School	210	584	210	0
4004	Meopham School	200	762	200	0
6912	New Line Learning Academy	180	287	210	38
4246	North School	240	733	240	0
4040	Northfleet School for Girls	210	499	210	0
5456	Northfleet Technology College	190	350	190	12
4528	Norton Knatchbull School	210	412	190	5 or less
5422	Oakwood Park Grammar School	160	583	160	5 or less
6915	Oasis Academy Isle of Sheppey	390	238	373	166
4031	Orchards Academy	150	186	150	30
5449	Queen Elizabeth's Grammar School	180	500	180	0
4030	Royal Harbour Academy	200	322	200	5 or less

Admissions 2023 Offer Day Outcome

DFE No.	School Name	Intake	Total Applications (including EHCP)	Offers (including EHCP)	Local Authority Allocations
5463	Sandwich Technology School	255	584	255	5 or less
4019	School of Science and Technology Maidstone	192	1106	192	0
4534	Simon Langton Girls' Grammar School	180	458	180	0
5412	Simon Langton Grammar School for Boys	150	453	150	0
5428	Sir Roger Manwood's School	150	436	137	0
4002	Sittingbourne School	300	898	300	0
6916	Skidders' Kent Academy	180	720	180	0
5418	Skidders' School	160	706	160	0
6911	Spires Academy	150	327	150	0
5446	St Anselm's Catholic School	180	585	180	0
4000	St Augustine Academy	190	503	190	16
4013	St Edmund's Catholic School	150	473	150	0
5447	St George's Church of England Foundation School	217	1027	217	0
5404	St George's Church of England School	210	939	240	0
5435	St Gregory's Catholic School	210	776	210	0
5461	St John's Catholic Comprehensive	196	800	196	0
5432	St Simon Stock Catholic School	180	667	180	0
4024	Stone Lodge School	240	864	240	0
5407	Thamesview School	180	278	180	37
5443	Tonbridge Grammar School	180	799	180	0
4196	Towers School and Sixth Form Centre	270	769	290	0
4006	Trinity School	180	747	180	0
4043	Tunbridge Wells Girls' Grammar School	145	622	145	0
4045	Tunbridge Wells Grammar School for Boys	300	1087	300	0
4021	Turner Free School	180	622	180	0
4633	Ursuline College	150	574	150	0
4249	Valley Park School	240	1010	240	0
4046	Weald of Kent Grammar School	300	894	300	0
5434	Westlands School	315	1157	315	0
4091	Whitstable School	210	600	210	0
6920	Wilmington Academy	246	1038	246	0
5403	Wilmington Grammar School for Boys	180	823	180	0
5400	Wilmington Grammar School for Girls	180	842	180	0
5409	Wrotham School	200	668	200	0
4007	Wye School	128	711	128	0

Glossary

(Explanation of terms used)

Term	Definition
Academy	An academy is a school which receives their funding direct from central government. The academy trust is responsible for setting the admission criteria and making admissions decisions.
Admission authority	The body that decides upon and applies the admission arrangements for a school. In relation to a Community or Voluntary Controlled school means the LA and, in relation to a Foundation or Voluntary Aided school and Academy, means the governing body of that school.
Admission arrangements	The arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school. Sometimes also referred to as an Admissions Policy.
Admission criteria	The set of rules which a school uses to place children into priority order, or rank, if it receives more requests for places than it has spaces available.
Appeal Panel	This is the independent panel which hears appeals relating to school admissions.
Coordinated Scheme	The process used by a Local Authority to ensure the distribution of offers of places for schools in their area during the normal admission round.
Community School	These schools are run and funded fully by the Local Authority, who determine their admission arrangements and make admissions decisions.
DfE Number	The unique identification number assigned to an individual school by the Department for Education. This number helps to avoid confusion between schools with a similar name.
EHCP	Education, Health & Care Plans (formally Statement of Special Educational Need) is a formally recognised assessment of a child's educational needs and can name a school as suitable to provide education for that child.
Eligible for a place	Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
Foundation school	Foundation schools are funded by central government via the Local Authority but the governing body is responsible for the admission arrangements.
Free School	A type of academy which is an all-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children. Free schools are run by their own governing body.
Grammar school	A school which only admits children who have passed the relevant selection test (e.g. Kent Test).
Kent Test	A selection test which assesses a child's suitability to be educated in a Kent grammar school.
LA	A Local Authority.
Local Authority	Kent County Council.
Local Authority area	The area in respect of which Kent County Council is the Local Authority.

Glossary (Explanation of terms used)

Term	Definition
IYAF	In Year Admission Form – this is the form used by parents to apply for a school place outside of a school’s normal point of entry.
Last distance offered	The distance that the lowest ranked child offered a place at the school lived from the school in miles.
Local Authority allocation	If none of the parent’s preferred schools can offer a school place the LA will allocate a child a school place. This will usually be at the nearest school to the home address which still has remaining places available after all other applications have been considered.
Local Authority (LA) Number	The unique identification number assigned to each individual local authority. Kent County Council is 886.
National Offer Day	The date you will find out the result of your application if you applied online or your offer letter will be sent if you applied using a paper application form (Friday 1 March 2024).
Normal admission round	The period in which parents may apply for a school place for the first point of entry to a school in the following academic year.
Oversubscribed	A school is oversubscribed when it has more applications than it has places available.
Preferences	Parents are able to name up to four schools they would like their child to attend. However there is no guarantee that a place will be available if any, or all, of the preferred schools are oversubscribed.
Published Admission Number (PAN)	This is the number of places available in each year group at a school and is based on the available usable space in the school.
Secondary School	Educates children from year 7 to year 11 (11yrs old – 16yrs old) and sometimes sixth form
SIF	Supplementary Information Form – This is a form used by some schools which may be used by them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given.
Sixth Form	Years 12 and 13 at a secondary school – not all schools have these.
Reallocation	The period in which parents, who were not offered a place in the normal admission round at their preferred school may join the waiting list for entry to a school, and those who have missed the original deadline for applications may be considered for places.
Reallocation Day	The date a letter will be sent to advise parents if they have been successful in securing a place at a school from the waiting list or as a result of a reallocation application.
Voluntary Aided school	These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
Voluntary Controlled school	Voluntary Controlled schools are run by the Local Authority which sets their admissions criteria and makes admissions decisions.

Admission to

Secondary school in Kent 2024

24 hour helpline: 03000 412121
Text Relay: 18001 03000 412121