



AGENDA

Kent County Council

KENT SCHOOLS ADMISSIONS FORUM

Friday, 12th February, 2010, at 12.00 pm
The Veranda, Oakwood House Training Centre

1. Apologies/Substitutes
2. Minutes of Meeting held on 17 December 2009
3. Election Vice Chairman
4. Constitution of Forum and Terms of Reference: (Pages 1 - 8)
 - a. Current Proposed Membership – Attached
 - b. Mechanism for identifying candidates for vacant positions
5. Feedback on Consultation on Proposed Schemes of Education for 2011 - (David Adams on behalf of Scott Bagshaw - Papers to follow)
6. Review of Over Complex Admissions Arrangements (David Adams on behalf of Scott Bagshaw - Papers to follow) (Pages 9 - 30)
7. In Year Fair Access Protocol (Chris Berry/Simon Fox) (Pages 31 - 90)
8. Judicial Reviews (Dominic McBride)
9. Report on Appeals Panel Training (Jenny Young/Geoff Rudd)
10. Any Other Business
11. Date of Next Meeting
2.00pm Thursday 22 April 2010 - Darent Room, Sessions House

Geoff Rudd
Clerk to the Forum
(01622) 694358

Thursday, 4 February 2010

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

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KENT SCHOOLS ADMISSIONS FORUM PROPOSED MEMBERSHIP

2010

Elected Members

Mrs S V Hohler
Mr G Cooke

Rochester Diocesan

Revd Canon J Smith

Canterbury Diocesan

Revd N Genders

Southwark Diocesan

Mr S Parr

Voluntary Aided Primary Catholic School

Mr D McBride, St Thomas Catholic Primary School, Canterbury

Voluntary Controlled Primary Church of England School

Ms R Chinnadurai, Bridge and Patrixbourne Cof E Primary School

Primary Community School

To be advised

Primary Foundation School

To be advised

Foundation Grammar School

Mr P Luxmoore, Dane Court Grammar School

Academy

Mr F Green, The Leigh Technology Academy

Secondary Faith School

Mr J Stanley, St John's Catholic Comprehensive School

Secondary Comprehensive School

Mr P Dalton, Hextable School

Secondary High School

Mr P Karnavas, Canterbury High School

HM Forces Service Personnel

**Mr J Watt, Deputy Head of CEAS and Col J Gunnell (Retired).
(This is a shared membership and has worked well previously)**

Choice Advisor

Mrs J Young

Parents (2)

To be discussed at Admissions Forum

From the Business Community

To be discussed at Admissions Forum

Information Note on the New Role and Responsibilities of Admission Forums

Introduction

1. Section 85A of the SSFA 1998 requires all local authorities to establish an Admission Forum to bring together local authority and admission authorities to discuss and monitor admissions policies in the area and ensure both fairness and compliance with statutory requirements.
2. The revised School Admissions Code (February 2009) makes changes to the role, membership, and reporting procedures of Admission Forums
3. While the School Admissions Code and associated regulations (available [here](#)) should clearly be the first point of contact for queries, this note gives information on the changes and answers some commonly asked questions.
4. As a result of our own evidence, and feedback from the 2008 Consultation on School Admissions. Ministers decided to make three main changes to the Admission Forums system. These changes were:
 - to change the membership of Admission Forums to make them smaller, more manageable advisory groups that represent the interests of the local area;
 - to change the focus of Admission Forums so they consider the fairness rather than the legality of proposed admission arrangements; and
 - to simplify regulations for Admission Forum reports to ensure that they do not duplicate the statutory report on admissions arrangements by the local authority.

Membership of the Forum

5. Regulations now require no more than 20 members that reflect the types of schools in the area, representatives from each faith group represented by schools in the area, parent and community representatives, local authority representatives, local employers, Armed Forces and Choice Advisers.
6. The membership of Forums is laid down in Regulations (the School Admissions (Regulation 8 of the Local Authority Reports and Admission Forums) (England) Regulations 2008), and in paragraph 4.29 of the revised School Admissions Code.
7. It is important that Forums think carefully about membership to make sure that it consists of members that have a genuine interest in admission arrangements in their area, and that they have a spread of members that reflect the local area. Membership should not be dominated by any one group.

E.g. the local authority.

Role of the Forum

8. New regulations change the role and constitution of Admission Forums to improve their effectiveness making them into smaller, manageable advisory groups that concentrate on the fairness - rather than legality - of admissions arrangements within the local area, and ensure that they have an ongoing role as consultees in local admission arrangements.

The Admission Forum Report

9. Section 85A(1A) of the School Standards and Framework Act 1998 (as inserted by section 41(3) of the Education and Inspections Act 2006) provides admission forums with an important power to produce a voluntary annual report to the Schools Adjudicator on school admissions.

10. The Education and Skills Act 2008 places a new duty on local authorities to produce an annual report on admission arrangements in their area. The duty will ensure that reports are received from every local authority, to ensure that the Schools Adjudicator can consider them on a consistent basis. The current voluntary system (through Admission Forums) is unlikely to achieve this. We want to place a clearer duty on local authorities to check the fairness, legality and effectiveness of admissions arrangements in their areas as part of their role in monitoring compliance with the School Admissions Code and admissions legislation. Producing a report is also in line with their general duty to ensure fair access to educational opportunity

Format of the forum report

11. Forums are not expected to produce complex reports that duplicate the local authority report on admission arrangements. We would expect Admission Forums to be included in the production of the local authority report, or at the least to have had sight of it before it is sent to the Schools Adjudicator.

12. There is no standard format for the report from Admission Forums, as the production of the report is itself voluntary. As per Regulation 18 of the School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 ('the Forum Regulations'), Forums should report on how they feel that arrangements in their area contribute to fair access. They could do this with a report on all arrangements in their area, or through a study of one particular aspect of arrangements in their area. This is a matter for the Forum to decide locally.

13. If produced, the Forum report should accompany the local authority report, which must be sent by 30th June each year to the Office of the Schools Adjudicator. This will help to inform the Chief Adjudicator's annual report on Fair Access to the Secretary of State.

Office of the Schools Adjudicator

Mowden Hall
Staindrop Road
Darlington
DL3 9BG

Alternatively, reports can be emailed to the Office at:
OSA.TEAM@dcsf.gsi.gov.uk

Responsibility for drafting the report

14. The forum as a whole is responsible for researching, writing and submitting the report, and also determining who, or which organisation, should undertake this work. It is therefore crucial that, whatever is decided, all members of the forum have the opportunity to participate.

15. The forum, when setting or reviewing its constitution, should consider carefully the roles and responsibilities of members, their involvement in the development of the report, whether external personnel or resources are to be used, deadlines and any follow up action that might be necessary. This will ensure that the report is thorough but does not become overly burdensome for individual members. Those involved in developing the report will need to understand admissions legislation and the provisions within the School Admissions Code.

Agreeing and finalising the report

16. It is essential that the report should represent the views of the majority of the forum. The forum should therefore seek to achieve consensus when agreeing the report. If this is not possible, the report should be agreed by a majority of forum members attending the relevant meeting.

17. 'Agreeing the Forum Report' should be an agenda item of a forum meeting and all forum members should be given the opportunity to attend the meeting and vote, if necessary on the final report.

18. We would also expect that the Forum report would be shared with the local authority admissions team, and admission authorities for own-admission schools.

19. The forum might also consider whether to copy the report to neighbouring local authorities and forums. The report should be easily accessible (including by parents), for example, by being posted on the local authority's website.

Taking forward recommendations

20. Recommendations can be to the local authority, schools in general or individual schools. Admission authorities are under a duty to have regard to the forum's recommendations and the forum should monitor whether recommendations are implemented and consider what action to take (for

instance, objection) if they are not implemented.

21. If in doubt about the lawfulness of admission arrangements, the forum should take legal advice. If a school which is consulting on potentially unlawful or unfair arrangements does not take the forum's advice into account and ultimately determines unfair or unlawful arrangements the forum would be expected to use its right of objection.

Frequently asked questions:

Q. The regulations give slightly different membership details for Forums than is in the Code (para 4.29). The Code says that the Forum must have up to 2 LA members, but regulations do not mention this. Do we need to have local authority members?

A. Regulation 8(1) is not an exhaustive list of members - it says members "must include" people falling within sub-paragraphs (a)-(d). Local authority representatives are the admission authority for community and VC schools and are not optional - the number is stated as up to 2 in the Code to avoid the Forum being overly run by the local authority. There must be at least one local authority member. When taken together, the Code and regulations make clear to those convening Forums both the importance of reflecting the locality and the limits on membership.

Q. Why have you made changes to the Admission Forum system?

A. Admission Forums have been changed so that a) they're more representative of the areas that they represent (e.g. if there is one large company in the area that lots of people work for then they could be represented, or the services if appropriate etc), and are not dominated by any one group and b) so that their report is not duplicating the LA duty. When convening the Forum you need to really think about what would be most useful in reflecting the local context, rather than just the same individuals as previously attended.

Q. Can the local authority members elected under paragraph 4.29 of the Code be elected Councillors?

A. Yes, they can although to avoid any possible accusations of a conflict of interest, we would not necessarily recommend it. As mentioned before, when convening a Forum you should think hard about who best represents the views of the community in this area.

Q. What has the membership been limited and why?

A. Regulations now require no more than 20 members that reflect the types of schools in the area, representatives from each faith group represented by schools in the area, parent and community representatives, local authority representatives, local employers, Armed Forces and Choice

Advisers. This representation should ensure that local groups are involved in the decision making process, encourage more local involvement and fair access.

Q. Do parents have to be parent governors in order to join the Forum?

A. No. Any parent can be a member of an Admission Forum, as long as they meet the requirements laid down in regulations – namely that they have a child who:

a) has attained the age of two and is receiving primary education;

or

(b) is of compulsory school age at the time of their appointment.

Q. How many members have to attend for the forum to be quorate?

Legislation is silent on what constitutes a quorum. Therefore, no matter how few members actually turn up for a meeting the forum is always quorate.

However, regulations state that members *may* regulate procedure. It would be reasonable to interpret this as including the freedom to decide what constitutes quorate. The exact number required is therefore for the forum itself to decide.

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By: Scott Bagshaw – Head of Admissions & Transport
To: Kent Admissions Forum - 12 February 2010
Subject: Ensuring Equity and Fair Access 1.71 of the SAC.
Classification: Unrestricted

Summary: Section 1.71 of the school admissions code places a duty on admissions authorities to ensure among other things that arrangements are clear, free from doubt and easily understood. Several schools have determined arrangements that might be considered as 'over-complex'. The Forum is invited to discuss whether it considers if some school admissions arrangements which have been identified by the LA as potentially falling into this category should be referred to the Adjudicator for a considered view or indeed if it wishes to write to schools seeking proposals for simplified arrangements.

Introduction

A number of schools in Kent operate oversubscription criteria which parents may find difficult to understand. There is a duty on the Forum to consider if arrangements are fair and equitable and Forum Members are invited to consider the determined arrangements of Kent based Admission Authorities to ensure there is compliance with the code locally. The LA has a duty to ensure arrangements are legal but it is possible for arrangements to appear to be set within the parameters of legislation but in reality be over complex and difficult for parents to understand. Parents should be able to gain a reasonable understanding of whether their child is able to secure a school place by applying the oversubscription criteria to their particular circumstances. This can be made difficult with vague or ambiguous wording or indeed where there are too many sub categories within criteria so as to make the arrangements appear confusing. Because taking such a decision can be divisive in terms of relationships between the LA and individual schools the Forum is invited to take a view as to whether it would be content for a selection of admission arrangements to be considered as a standard future agenda item until such time as there is little ambiguity left in Kent admission arrangements.

(1) Arrangements for future consideration

It is proposed that any Member of the forum should be invited to raise concerns relating to specific schools which the Admission Forum may then as a group wish to take a view on, however it is also proposed that this does not become a primary function of the Forum and forum members should agree an upper limit of arrangements to be considered at any one sitting.

(2) Schools to be reviewed

If members are in agreement to carry out this checking mechanism, the LA will provide a list of schools which it considers to have arrangements that may warrant further discussion, and provide these in batches of no greater than 5 to the Clerk to the Forum in advance of forthcoming meetings. Members would obviously be encouraged to do similar if schools are brought to their attention having arrangements which parents may find hard to navigate – a mechanism for identifying which schools will be considered in advance of the Forum meeting should ideally be the priority for the current meeting and then school arrangements for review sent out in advance of future forum dates.

For the purpose of exploring this process further with the Admissions Forum the LA has identified 3 schools it considers to have complex arrangements that parents may find difficult to navigate. The forum is asked to take a view as to whether it considers the arrangements appropriate or if they could reasonably be simplified for parents and whether it considers it appropriate to draft a letter to the schools in question raising a concern if it sees fit.

(4) Relevant attachments

Attached is 1.71 of the code for information (page 3). In addition three sets of arrangements have been attached (Bennett Memorial Diocesan School - Pages 4-11) (Chaucer Technology School- Page 12) (St Johns Catholic Comprehensive School - Pages 13-20). These have been identified by officers in the Admissions System team as being schools where not only have LA officers had difficulty checking the ranking lists but school based colleagues applying the arrangements have equally appeared to find them complex for ranking purposes.

Whilst the purpose of this exercise is to make the process easier for parents to understand, these have stood out as complex for officers so will undoubtedly be equally complex for parents and are examples identified to initiate the process should the forum wish to move forward with the idea.

It would be appropriate for future lists to be identified from any relevant parties who may wish to bring concerns about specific schools to the forum.

1.71 of the school Admissions Code

1.71 Parents must be able to make informed decisions when applying for school places for their children. The admissions system can appear very complex to some parents and admission authorities **must** make every effort to ensure that all parents are able to understand the process and in particular how oversubscription criteria will be applied. Local authorities **must** ensure that parents have access to all relevant information before they make their application. It is easier for parents to understand local admissions systems that are clear, objective and fair. Above all, parents need to be able to understand whether they have a realistic chance of being offered a place for their child at any particular school. In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places:

a) are clear in the sense of being free from doubt and easily understood. Arrangements that are vague only lead to uncertainty and this may reduce the ability of parents to make an informed choice for their children. They are also likely to increase the chances of an objection;

b) are objective and based on known facts. Admission authorities and governing bodies **must not** make subjective decisions or use subjective criteria;

c) are procedurally fair for all groups of children (including those with special educational needs and disabilities, children in care and young carers);

d) provide parents or carers with easy access to helpful admissions information. (The School Information Regulations require the local authority to produce a composite prospectus that covers admission arrangements for all schools in their area. See Appendix 4); and

e) comply with all relevant legislation, including on infant class sizes and on equality, and have been determined in accordance with the statutory requirements.

Bennett Memorial Diocesan School

Oversubscription Criteria for admission 2011

The planned admissions number is 224. The rationale for this number is the existence of 8 tutor groups of 28 students each. This number is based on classroom capacity, effectiveness of resource deployment quality of care and teaching able to be offered with this group size. The rationale for 8 tutor groups is the overall capacity of the school, physically and organisationally. In the event of oversubscription Governors will offer places to applicants who meet the following admissions criteria. Apart from applicants in Category A, any applicants who do not sign the ethos statement on the supplementary form will be ranked after all other applicants. Category A places are offered first, then reserved places are allocated, and all other applicants will be ranked in order using the oversubscription criteria B-F below. If there are places unfilled after the allocation of places to those who meet the oversubscription criteria, and after the allocation of reserved places, other places will be offered in order of distance of the child's normal address from the school address.

- A **Children in public care#**
- B **Children from Anglican families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in an Anglican church* and who have done so for at least three years** up to the time of application. It is also required that at least one parent is communicant, in other words takes part in Holy Communion services or the Eucharist, and that the child for whom they are applying is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school. §
- C **Children from non-Anglican Christian families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in any Christian church and who have done so for at least three years** up to the time of application. It is also normally expected that the child for whom they are applying is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- D **Children from Anglican families attached to the church.** The definition of this is a child who has at least one parent who attends an Anglican church* at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years**. It will also be required that the child is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

- E **Children from non-Anglican Christian families attached to the church.** The definition of this is a child who has at least one parent who attends a non-Anglican Christian church at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years**. It will also be normally expected that the child is baptised***. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- F **Children from Anglican and non-Anglican Christian families known to the church.** The definition for this will be a child who has at least one parent who attends any Christian church on an occasional basis, less frequently than once a month, but at least as frequently as three times a year, or who takes part in a regular form of service to the church, less often than once a month but at least three times a year. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

Notes

* *Local Ecumenical Partnerships (LEPs) of which the Church of England is a member will be considered as Anglican churches for this purpose.*

** *if during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided.*

*** *or has been formally welcomed into the church community at a service or ceremony of thanksgiving or dedication. Documentary evidence will be required both for baptism and for any services of thanksgiving or dedication. A priest's or minister's letter will suffice as evidence for a service of dedication if no formal certificate is available.*

§ (1) *The number admitted under category B will not exceed 75% of the planned admissions number. Category B applications not admitted because of this cap will be re-ranked with category D applications.*

§ (2) *Before the rank ordering by distance is applied within Category B, places will be allocated to applicants attending parishes located in each of the deaneries of Malling (12 places), Sevenoaks (18 places) and Shoreham (6 places), as defined by the Diocese of Rochester. If there are more applicant than deanery places, each will be rank ordered by distance from the school and the closest offered places. If there are fewer applicants, the unused places revert to the overall allocation for this category.*

Looked after children are defined as children under the age of 18 for whom the Local Authority provides accommodation by agreement with their parents or carers (Section 22 of the children Act 1989) or who are subject of a care order under part IV of the Act.

Reserved places

Places will be reserved for two categories of applicant. These reserved places are considered before the application of the criteria B to F above. If all reserved places are not taken by applicants who meet the criteria for them, the surplus places revert to the main categories above.

- 1 Up to 5 places will be offered to children in exceptionally challenging personal or family circumstances. These places will be open to children who are suffering or have in the 3 years before the start of secondary school suffered from a life threatening medical condition, or who have a parent at the time of application suffering from a life threatening medical condition, or who have suffered a parental bereavement in the same span, or who have been legally adopted after the age of 3. Other personal and family traumas which are equivalent in impact on the child to these examples will also be eligible. Written evidence from a medical or social work practitioner will be required to substantiate the application. If more than 5 such applications are received, those with signed ethos statements will be ranked before others, and each group will then be rank ordered by distance from the school.

- 2 Children from non-Christian faith backgrounds – up to 15 offers will be made for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these reserved places, they will require a reference from their local religious leader stating that they are observant members of their faith, and that they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith. If more than 15 such applications are received, the 15 whose normal addresses are closest to the school will be offered places.

Ethos Statement for supplementary form

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities. In signing this statement, parents are acknowledging support for this ethos and indicating a clear preference for it in their child's education.

Distance

Distance for the purposes of these criteria is measured between the child's normal address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school specified by Ordnance Survey. The school uses measurements provided by Kent LA and further information on this is available from booklets provided by Kent.

Siblings

Siblings throughout this document are defined as children sharing at least one natural or legally adopted parent and living at the same address at least 4 nights per week.

Waiting list

A waiting list of no more than 10 is held for each year group. The waiting list is ranked according to the oversubscription criteria. Applications will be removed from the waiting list on 31st January each year unless contact has been received from the parents in the last 6 months.

Appeal

Any applicant not offered a place on 1st March will have the right of appeal. Appeals will be heard in accordance with the Appeals Code by an independent panel. All information on how to appeal for a place at Bennett will be sent to parents by the school and/or the LA at the same time as the offer of a place at another school.



Bennett Memorial Diocesan

School

Headteacher: Ian Bauckham MA(Cantab) MA(Lond)

Culverden Down
Tunbridge Wells
Kent TN4 9SH
T: 01892 521595
F: 01892 514424
E:
admissions@bennett.kent.sch.uk



Diocese of Rochester

Supplementary Form for Admission 2011

Required in addition to the Common Application Form

Please complete all sections with white boxes

Child's full name:

Date of birth: Male/Female:

Address:

Postcode: Telephone:

School now attended:

Full name of parent(s):

Name of legal guardian (if different from above)

Church attended by parent(s):

Name of parish Priest, Minister or local Religious Leader:

Name(s) and school year of any brothers or sisters if they attend Bennett:

Ethos Statement

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities. In signing this statement, parents are acknowledging support for this ethos and indicating a clear preference for it in their child's education.

Signed:

Date

Under which category do you wish your application to be considered?

Category A

Children in care

B

Children from Anglican families at the heart of the church

C

Children from non-Anglican families at the heart of the church

D

Children from Anglican families attached to the church

E

Children from non-Anglican families attached to the church

F

Children from Anglican and nonAnglican Christian families known to the church

Reserved places 1

Pastoral place (please provide documentary evidence as required)

Reserved places 2

Non-Christian faith background (please ensure section below is complete)

The following section should be completed by all applicants, except for those applying for a pastoral place, where its completion is optional.

Please indicate how frequently you as parents attend your place of worship, and for how long you have done so.

	How many times per month?	For How long?
Mother		
Father		

Please read the definition given of a communicant member of the Church of England.

Please state whether you as the parents are communicant members of the Church of England by completing the box(es) below

	Yes or No
Mother	
Father	

If you have ticked Categories B,C,D or E, please confirm that the child for whom the application is being made has either been baptised, or, alternatively, formally welcomed into the church at a service or ceremony of thanksgiving or dedication.

Yes/No (if YES copy of certificate should be attached)

I confirm that I have read the oversubscription criteria and the information given above is true and complete.

Signature of parent/guardian _____ Date _____

Signature of parent/guardian _____ Date _____

You should now hand the completed form to your priest, minister or local religious leader who will confirm that statements you have made above

Endorsement by Priest, Minister or local Religious Leader

By signing this form you are endorsing the information given by the applicant above. Please therefore do not sign it until it has been completed by the applicant. Please initial any alterations that have been made by the applicant

I hereby confirm that all the information given above is true. I understand that in the interests of fairness only the information contained in this form will be used to apply the school's admission criteria

Signature of priest, minister or local religious leader

Date

Position:

Deanery (if Anglican)

Parents should return the Supplementary Form for admission to Bennett Memorial School by 5th November

The form should now be sent to the school by the parents. Please remember to attach the following documents (as applicable)

- For applications under Categories B,C,D or E, a copy of baptism certificate or evidence of welcome or dedication of the child into the church.
- For pastoral applications (Reserved Places 1) full documentary evidence of pastoral need
- For any applications where the church of the parent has changed within the past 3 years, evidence from the previous church or a letter of explanation

Bennett Memorial Diocesan School



Admissions Policy for the Sixth Form

Section 1 – General Principles

Bennett is a Christian School in the tradition of the Church of England and in the sixth form, as elsewhere, learning and development are underpinned by Christian belief and values. Bennett offers a range of academic and vocational qualifications for sixth form students as described in the prospectus. Some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a guidance interview with appropriate staff to discuss the most suitable courses of study.

All year 11 students at Bennett will be encouraged to apply for the sixth form. We also accept applications from students wishing to transfer from another school. In all cases the same admissions criteria apply. The minimum number of external applicants we accept is 1 (this is our planned admissions number or PAN). However, in most years we admit many more than this because there is space on the courses and because applicants meet our criteria.

Section 2 – Definitions and details

Admission number in year 12

The numbers of external applications we receive vary from year to year. We exceed our minimum number if preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements. For example in 2008 we admitted 18 external applicants. Internal applicants should apply by the date given in the current prospectus (the last day of term in December).

Applicants from other schools should endeavour to meet the same deadline to enable us to plan courses effectively.

Academic requirements

- To begin AS courses you must have a minimum of a 5.0 average score at GCSE and at least a C grade in the subject you wish to study (but see below). To calculate your average, give each A* a value of 8 and number downwards, so a C is worth 5 and a G is worth 1. A U is worth 0 and must be counted. For some courses a higher threshold is required.
- If you wish to study Biology, Chemistry or Physics you will need to have achieved at least a B in *Core and Additional Science* at GCSE, or a B in at least 2 sciences if you took three separate science GCSEs.
- If you want to study French or German you will be expected to have achieved at least a B grade in that language at GCSE.
- In Mathematics a B grade is the threshold for acceptance onto the course.
- Subjects where it is not essential to have a GCSE in the same subject are Sociology, Psychology, Information Communication Technology, History, Geography, Physical Education, Business Studies, Drama and Theatre Studies, Philosophy,

Photography and Media Studies.

- There is no specific entry threshold for our GCSE equivalent course in the sixth form.
- Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred courses.

We will require external applicants to provide copies of results slips before taking up places.

Entry into year 13 for external applicants will depend on the courses required, availability of space in that group, the compatibility of different specifications, and module results from year 12. We require convincing evidence that the applicant will go on to complete the course successfully.

Oversubscription

- Applications from internal candidates who meet the academic requirements are considered first.
- Where particular courses are heavily oversubscribed and we cannot for practical or resourcing reasons run parallel groups the places will be offered to those internal candidates who have better grades at GCSE or subject specific requirements. This will form a major part of the guidance interview referred to above to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion.
- For external applications the remaining places available on a particular course will be offered to those who have better grades at GCSE or subject specific requirements.
- In all cases, those applications who have signed the ethos statement on the application form will be ranked above all those who have not.

Right to appeal

If an application is refused there is a statutory right of appeal to the Independent School Appeals Panel. Further details of how to appeal will be provided with the letter explaining why the application has been refused. Appeals may be lodged either by the parent or the student.

Waiting list

No waiting list is held for external applications to the sixth form. Applicants meeting the criteria who are not offered places because there is no space are advised to reapply later in the same year. If places are then available their applications may be successful.

Ethos statement for sixth form application form (for signature by parents and applicants)

Bennett is a Church of England school. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship. In the sixth form all students are expected to support this ethos. A core studies programme is provided for all students which incorporates a range of areas, including religious and ethics education, and all students are expected to take part in the core programme as directed. A range of extracurricular opportunities are offered, and these are considered a vital part of learning and development in the sixth form. A professional standard of personal presentation and conduct is considered essential for membership of the Bennett sixth

form, as described in the prospectus. In signing this statement, parents and students are acknowledging support for this ethos and indicating a clear preference for it in their sixth form education.

Chaucer Technology School

Determined Admission Arrangements for September 2010

ADMISSION ARRANGEMENTS

Chaucer Technology School is an 11-18 co-educational comprehensive school, and a DfES designated Technology College.

The number of intended admissions in Year 7 is 235 and children will be admitted at the age of 11. All prospective pupils seeking entrance on the basis of above average aptitude in technology will be required to sit the assessment procedure which is based on the current National Curriculum Attainment Targets for Technology or their equivalent in future Years.

How places are filled

The criteria that will apply in the event of any over-subscription will be:

1. Children who show above average aptitude in technology or who are deemed selective in the locally agreed procedures for entrance for secondary education. In the event of over-subscription in this category the following criteria will apply:
 - (a) Children in Local Authority Care.
 - (b) Up to 15% of the planned intake may be admitted on the basis that they are of selective ability.
 - (c) Children with medical problems (to be stated at the time of application for a place).
 - (d) Children with a brother or sister who will attend the school at the time of entry.
 - (e) Proximity of the child's home to the school, as measured by the safest walking route, with those living nearest to the school being accorded the higher priority.

If there are still places available

2. Other children who have not shown above aptitude in technology. In the event of over-subscription in this category the following criteria will apply:
 - (a) Children in Local Authority Care.
 - (b) Children with medical problems (to be stated at the time of application for a place).
 - (c) Children with a brother or sister who will attend the school at the time of entry.
 - (d) Proximity of the child's home to the school, as measured by the safest walking route, with those living nearest to the school being accorded the higher priority.



ADMISSIONS POLICY FOR SEPTEMBER 2011

St John's Catholic Comprehensive School

OUR MISSION STATEMENT
Inspired by Christ and motivated by love,
We strive to be a family of faith and learning
Valuing each individual as unique
and fostering personal achievement for the service of others

This Policy was adopted by the Admissions Committee

Date: October 2009

Next Review date: October 2010

Signed:
Team Chair

St. John's Catholic Comprehensive School

ADMISSIONS POLICY for ADMISSIONS in SEPTEMBER 2011

St. John's Catholic Comprehensive School is a Voluntary Aided School in the Trusteeship of the Archdiocese of Southwark. The School is conducted by the Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The School exists primarily to serve the Catholic community. However, the Governing Body welcomes applications from parents of children of other denominations and faiths, subject to the availability of places, who support the religious ethos of the School.

As a Church School, the Governors make the decision to offer places for admission into the School. The School will consider applications from Catholics who live within the Roman Catholic Archdiocese of Southwark in the Parishes of Dartford – St. Anselm's, Dartford – St. Vincent's, Gillingham, Gravesend, Hartley, Meopham, Northfleet, Strood and Swanley The Primary feeder schools are St Bartholomew's, Swanley, St John's Primary School, Gravesend, St Joseph's Primary School, Northfleet, Our Lady of Hartley, Our Lady's Roman Catholic Secondary, Dartford, English Martyrs, Strood, and St Anselm's, Dartford.

The number of pupils registered in the school at the beginning of September 2009 was 1124.

Having consulted with the Local Education Authority and other Admission Authorities the Governors intend to admit 180 pupils in September 2011 at age 11 without reference to ability or aptitude.

Admissions will be decided without reference to aptitude or ability and on the overriding criteria that the "Catholic Character" of the school will always be preserved in accordance with the Trust Deed and the Instrument of Government.

Admissions Procedure

Application must be made using the Common Application Form provided by the child's home Local Authority. This should be returned to your child's Primary School.

Completion of a Supplementary Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Form should be returned directly to the School, together with the additional documents requested, as appropriate. A copy of the Supplementary Form may be obtained from your child's Primary School, or from the Clerk to the Governors at this School. Catholics must also submit the Priest's Declaration Form

Depending upon the category in which you make your application, these additional documents are:

- A Baptismal Certificate (*Catholic applicants*),
- The Priest's Declaration Form (*Catholic applicants*),
- A letter of Support from the Minister of your Church (*other denominations or faiths*),

The Supplementary Form and other documents must be completed and returned to the Clerk to the Governors of this School not later than the date published on the form.

Failure to supply the required documentation will mean that the Governors will consider your application in a lower category.

If there are more applications than places the over-subscription criteria are applied. The Declaration Form from a Priest or Minister of Religion, where these are required in the over-subscription criteria, will be considered as part of the application.

It is the policy of the Governing Body not to consider repeat applications in the same academic year unless there has been a significant change in the circumstances relevant to the application.

Over-subscription

Where the applications exceed the number of places available the following criteria will be applied in the order set out. Priority will be given to Baptised Catholic children and Looked After Children

Oversubscription Criteria for Admissions for September 2011

Category 1 Looked After Catholic Children or Looked After Children in the care of a Catholic family.

Category 2 Baptised Catholic children. A Baptismal Certificate must accompany the Supplementary Form and consideration will be given to the Priest's Declaration Form to verify the practice of the child. Applications will be ranked in the order shown on the Supplementary Form. Highest priority to those who attend Mass weekly, secondly to those who attend Mass at least once a month, etc.

Category 3 Other Looked After Children

Category 4 Non Catholic Children who attend the named feeder schools, ie: St Bartholomew's, Swanley, St John's Primary School, Gravesend, St Joseph's Primary School, Northfleet, Our Lady of Hartley, Our Lady's Roman Catholic Secondary, Dartford, English Martyrs, Strood and St Anselm's, Dartford. The application should be supported by a letter from the Headteacher or Chairman of Governors to confirm that the pupil attends the school.

Category 5 Children of families who are committed members of other Christian denominations that are part of Churches Together in England.

Evidence of membership of the church from a priest or Minister Of Religion will be required and consideration will be given to the Letter of Support from a Minister.

Category 6 Children of other faiths. Evidence of membership of a faith community provided by a Minister of Religious Education will be required.

In each of the categories 2, 5 and 6, priority will be given to those whose level of regular attendance at religious worship is supported by their Priest or Minister of their normal place of worship.

In each category priority will be given to those who have a brother or sister at the School at the time of their enrolment.

Tie Breaks.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. Siblings,
2. Home-school distance. Distance from home to school is measured as a straight line from the front gate of the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system.

In determining the number of places available, the Governors will have regard to the allocation of places made by the Local Authority of those pupils who have Statements of Educational Need.

Definitions

"Catholic" means a member of a Church in Full Communion with the See of Rome. This includes the Eastern Orthodox Catholic Churches. Evidence for this will be a Certificate of Baptism or a Certificate of Reception into Full Communion.

"Catholic Practice" means regular attendance at Sunday Mass, as defined in Canon 1247 of the Code of Canon Law, the basis for which is taken to be at least more often than not.

"Regular attendance" means attendance at a place of worship more often than not.

"Looked After Children" is a technical term as defined in section 22 of the Children Act 1989 and means any child in the Care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

"Brother or Sister" means blood brothers and blood sisters of those who are pupils at the School at the time of enrolment; or where a family, already having children at the School at the time of enrolment, have adopted or fostered a child. It does not include brothers or sisters who were pupils at the School in the past.

Appeals

The parents of a child refused admission may appeal to an Independent Appeals Panel established in accordance with the Education Acts and which contains an independent element.

Such appeals must be made in writing within 15 days of the date of the letter informing the parent that their child has not been admitted to the School. The letter must set out the grounds on which the appeal is made.

Additional Information

In 2009, the Governors had to apply their over-subscription criteria. It may be useful for you to know that in the last few years all pupils who were attending the Catholic feeder Primary Schools and who applied to St. John's as their first preference Secondary School were given a place. Given the numbers in the main feeder Primary Schools this situation should continue.

Late applications will be dealt with according to the Co-ordinated Admissions Procedure and will be considered according to the over-subscription categories above.

Once the reallocation process of the Co-ordinated Admissions Procedure has been concluded, the Governors will draw up a waiting list of those who still wish to have a place at the School, and places will be allocated according to the date the parent or guardian indicated that they wished to be included on the waiting list.

**Archdiocese of Southwark
St John's Catholic Comprehensive School, Gravesend
Supplementary Information and Priest's Declaration Form**

Please return to the school

Completion of a supplementary form is not mandatory but will help Governors to determine admissions applications. If you are a Catholic please complete and sign the form below and hand it to your Parish Priest or the Parish Priest at the church at which you normally worship. He will add his reference and forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your Minister of Religion or equivalent who will add his or her reference.

Part One – To be completed by the parents or guardians

Surname of child: Date of birth:

Christian/forename(s) of child:

Religion: Boy Girl

Date and place of Baptism (if applicable):
(If Catholic, please show your parish priest or the priest at your normal place of worship, a certificate of baptism in a Catholic church or a certificate of reception into full communion with the Catholic Church or other evidence of baptism).

Name of current school if one of the Catholic feeder schools.....

Name of person/s with whom the child lives:.....

Relationship to child:

Home address:

Postcode:

Contact numbers: Home Work (Mother/Father/Carer)

If Catholic, indicate which Mass you normally attend (time): Saturday Evening/Sunday at

Parish in which you live:

Usual place of worship (if different):

How long have you worshipped there? years

How often do you attend Mass?: weekly once or twice a month less often *tick box*

Details of brothers and sisters who already attend this School

Name	Date of birth	Year Group

.....
.....

I confirm that the information given on this form is accurate and truthful:

Signed: Parent/Carer

Date:

NB: You must also complete and return a Common Application Form (available from schools and Local Education Authorities).

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.

PART Two A – to be completed by the Catholic Priest only

Is the family known to you? Yes No
(i.e. every Saturday evening or Sunday)

Is the child known to you? Yes No
(i.e. every Saturday evening or Sunday)

Regular attendance at Mass
(i.e. twice a month)

Regular attendance at Mass
(i.e. twice a month)

Irregular attendance at Mass
(i.e. less than once a month)

Irregular attendance at Mass
(i.e. less than once a month)

Not known

Not known

I am satisfied that the child is a baptised Catholic/enrolled catechumen.

I am satisfied that the child has been received into full communion with the Catholic Church

Priest's name:

Parish (if any):

Address: Tel No:

Parish stamp or seal

Priest's signature:

Date:

Parents/carers from other denominations or faiths should hand this form to their minister or equivalent who should complete the section below and return it as soon as possible to the school indicated over.

PART Two B - To be completed only by a minister or equivalent

I confirm that this child/family is known to me and they are members of our faith community

The family is not known to me

Name:

Signed:

Date:

Position:

Parish or Organisation:.....

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Dated: February 2010

Kent County Council

Co-ordinated Scheme for

In-Year Casual Admissions

for Primary and

Secondary School Places

Academic Year 2010/11

Produced by:
Admissions and Transport

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions) this paper relates specifically to the In Year Casual Admission Scheme.

Section 1 – Details of the Co-ordinated Scheme for In-Year Admissions

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection Principles, as defined in the Data Protection Act 1998.

In-Year Common Application Form.

1.

There will be a standard form, known as the **In-Year Common Application Form (IYCAF)**, which residents of the LA area must complete to apply for school places in any year group outside of the normal admissions round. Enquiries can also be made via e-mail (kent.admissions@kent.gov.uk).

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require said information.

Parents will be able to obtain Information packs and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school.

2.

The IYCAF will be used for the purpose of admitting pupils into the year group applied for in the specified year, and any successive year in which this scheme is still in force

3.

The IYCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies)
- (b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)

4.

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference.

- (i) For admission to Year R – Year 6 parents can express **up to three** preferences
 - (ii) For Admission to Year 7 – 11 parents can express **up to four** preferences
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (c) explain that the parent will receive no more than one offer of a school place and that:
- (i) a place will be offered at the highest nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
- (d) specify where it must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- that the IYCAF is available in paper form on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and
- that the IYCAF is accompanied by a written explanation of the In-Year admissions scheme in an easy to follow format.

6.

IYCAF's must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them expeditiously.

Supplementary Information Forms (SIF's)

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a supplementary information form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary information form is required it must be requested from the school or the LA and returned to the school. All schools that use supplementary information forms must include the proposed form in their consultation with other admission authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the criteria definitions as laid out by the Local Authority must be adopted.

8.

A supplementary information form is not a valid application by itself: this can be made only on the IYCAF or if the child is resident in another area, the home LA's Common Application Form must be used.

When supplementary forms are received the school must verify with the LA before consideration and ranking of applicants that a IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary information form if so requested.

Under the requirements of the scheme, parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is

not strictly required for the governing body to apply its over-subscription criteria.

Testing (for Secondary School places only)

9.

Parents wishing to apply for a Kent grammar school are required to name said school on their IYCAF and the LA will contact them further regarding relevant testing arrangements. For year groups beyond Yr 7 the schools below will set their own individual testing arrangements.

The Kent schools that require children to sit the Kent grammar school tests (as in paragraph 11) are listed below:

Barton Court Grammar School	Invicta Grammar School
Borden Grammar School	Judd School
Chatham House Grammar School	Maidstone Grammar School
Chaucer Technology School*	Maidstone Grammar School for Girls
Clarendon House Grammar School	Norton Knatchbull
Cranbrook School	Oakwood Park Grammar School
Dane Court Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School	Simon Langton Girls' Grammar School
Dartford Grammar School for Girls	Simon Langton Grammar School for Boys
Dover Grammar School for Boys	Sir Roger Manwood's School
Dover Grammar School for Girls	Skinner's School
Folkestone School for Girls	Tonbridge Grammar School
Gravesend Grammar School	Tunbridge Wells Girls' Grammar School
Gravesend Grammar School for Girls	Tunbridge Wells Grammar School for Boys
Harvey Grammar School	Weald of Kent Grammar School
Highsted Grammar School	Wilmington Grammar School for Boys
Highworth Grammar School for Girls	Wilmington Grammar School for Girls

Note some Academies also require children to sit a test for the purpose of Banding, where this is the case parents will be advised of the arrangements in place for those individual schools/academies

10.

a)

Children with Statements of Special Educational Need (SEN) –

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & R team who must have regard to Schedule 27 of the Education Act 1996"*where the LA must name the maintained school that is preferred by parents providing that:*

** the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement*

** the child's attendance is not incompatible with the efficient education of other children in the school, and*

** the placement is an efficient use of the LEA's resources"*

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Kent would therefore expect other Authorities when looking for Kent school places for statemented pupils to contact the SEN & R team in addition to the relevant school.

b)

Children in Local Authority Care (LAC)

Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

When applications are made for young people in the care of other Local Authorities, Kent as receiving authority, will confirm an offer of a school place with the placing authority. Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided, where appropriate treating the child as an 'Excepted Pupil'. If the school is full and such a provision is not considered appropriate, the LA will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker, will liaise in the first instance with Admissions Placement Officers and in some cases other professionals, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). The LA will then allocate a place where it is the admission authority for the school or contact the school directly and seek a place where it is not. Where a school refuses to admit the child the LA as corporate parent, will take a view in discussion with the Admissions Section as to whether to direct the school in question or consider if other education provision may be in the better interest of the child.

* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home to school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office.

11.

Children who are not successful in gaining any place they want will be allocated an available place at the nearest school of an appropriate type to their given address, and will have the same access to a waiting list and rights to appeal as other applicants.

Determining Offers in Response to the IYCAF

12.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to IYCAFs received. The LA will only make any decision with

respect to the offer or refusal of a place in response to any preference expressed on the IYCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 21.

13.

Within 5 school days from receipt of a completed IYCAF, the LA will notify the admission authority for each of the schools named all relevant details from the IYCAF.

14.

Within 5 schools days from receipt of the above(point 13), the admission authority for each school will consider the application, apply the school's oversubscription criteria (if appropriate) and provide the LA with a decision whether or not they are able to offer a place at their school. If they are unable to offer a place at their school, they must inform the LA of the applicants position on the waiting list (including under which criterion) based on the school's over-subscription criteria.

15.

Withiin 3 school days from receipt of the above (point 14), the LA will match the information provided by the admission authority and:

- where the child is eligible for a place at only one of the nominated schools, will allocate a place at that school to the child;
- where the child is eligible for a place at two or more of the nominated schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- where the child is not eligible for a place at any of the nominated schools, will allocate a place to the child at the nearest appropriate school in the LA area with a vacancy.

16.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA to ensure that Kent LA offers the parents a place at the highest ranked preference for which the child is eligible for a place.

17.

Where the LA receives notice from another LA ("the home authority") that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. The LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

18.

The LA will provide the relevant school with a copy of the offer letter sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

Offers

19.

The LA will notify applicants resident in the LA area by letter that they are being offered a place at the allocated school. The letter will give the following information:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- how to apply for a place on the waiting list for any school named on the IYCAF. Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school;
- contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer of a place within 10 days. It will not inform parents of places still available at other schools.

20.

Parents who reside in other LAs, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own 'home' LA.

21.

Kent pupils who have not been offered a place at any of the schools nominated on their IYCAF will be offered a place by Kent LA at the nearest appropriate school in the LA area with a place available, following consultation with individual schools. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol.

22.

Schools will send their welcome letters only after advice from the LA that the place has been accepted.

Acceptance/Refusal of Places

23.

Parents will be advised, in their offer, letter that they must accept/refuse the school place offer in writing with the LA within 10 days of the date of the offer letter. If the LA has not obtained a response within the specified time, it **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.

24.

The LA will notify all schools of places accepted/refused by e-mail/letter as soon as possible after receipt of the acceptance/refusal.

Waiting Lists

25.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list (A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA of who are to be offered places as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority care apply. To maintain the database, and to make any relevant offer of a place, admission authorities will advise the LA when a place is to be offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents with children who are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure that no pupil is left without an offer of a school place.

Appeals

27.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on a IYCAF.

28.

Where a school has places available, and parents have lodged an appeal against the refusal of a place, they must inform the LA who is to be offered a place without the need for the appeal to be heard, provided there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria. (*Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.*)

29.

The LA will record details of any pupils who apply for casual admission, and ensure that they are placed in a school without undue delay, where necessary employing the "In Year Fair Access Protocol"

Section 2 –

Glossary of terms used in the Scheme

Term	Definition
The LA	Kent County Council acting in their capacity as local authority
The LA area	the area in respect of which the LA is the local authority
Primary education	has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	has the same meaning as in section 2(2) of the Education Act 1996
Primary school	has the same meaning as in section 5(1) of the Education Act 1996

Secondary school	has the same meaning as in section 5(2) of the Education Act 1996
School	a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
Foundation schools	such of the schools as are foundation schools
VA schools	such of the schools as are voluntary-aided schools
Academies	such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002)
Admission authority	in relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
The specified year	the school year beginning at or about the beginning of September 2010, and at the same time in any successive year in which this scheme is still in force
Admission arrangements	the arrangements for a particular school or schools which govern the procedures and making for the purposes of admitting pupils to the school
Casual admission	any application for a place in the first year of secondary education that is received after 31 March 2010, including those received during the academic year commencing in September 2010 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.
PESE	Kent's Procedure for Entrance to Secondary Education assessment processes including the Kent Test.
Eligible for a place	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
IYCAF	In-Year Common Application Form to be completed



Dated: February 2010

Kent County Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2011/12

**Incorporating Entry to Year R,
Transfer from Infant School to Junior School
(Year 2-3)
And
Primary In-Year Casual Admissions**

Produced by:
Admissions and Transport

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions)
 - The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).
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Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3)

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2011.

Year R applications are for children born between 1 September 2006 and 31 August 2007.

Year 3 applications are for children born between 1 September 2003 and 31 August 2004.

The Key Scheme dates are:

Key Action	Scheme Date
Closing date for Applications (Online and RCAF/JCAF)	Saturday 15 January 2011
Summary of applicant numbers sent to all Kent primary, infant and junior schools	By Wednesday 9 February 2011
Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria	By Friday 11 February 2011
Completed ranked lists returned to the LA by all Kent primary, infant and junior schools	By Friday 11 March 2011
LA to match all ranked lists in the admissions database	By Wednesday 16 March 2011
Details of pupils being offered sent to all Kent primary, infant and junior schools	By Friday 25 March 2011
Offer e-mails and letters sent to parents	Thursday 31 March 2011
Schools send out welcome letters	Not before Friday 8 April 2011
Places must be accepted or refused and requests to go on a waiting list must be submitted	By Thursday 21 April 2011
The LA/schools re-allocate any places that have become available to those who have asked to go on the waiting lists for each school	After Tuesday 3 May 2011

In addition this scheme allows for:

- Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria.
- Confirms that after 3 May 2011, the LA/schools consider applicants through the normal waiting list / In-Year procedures.

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1.

Kent resident parents will have the opportunity to apply for their child's school place either online at www.kent.gov.uk/ola or by using a standard paper form known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF).

The LA cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools. Online applications cover both of the above.

3.

The online application or RCAF/JCAF will be used by parents as a means of expressing between 1 and 3 preferences for their child to be admitted to a school within the LA area (including Voluntary Aided (VA) and Foundation schools).

4.

Online applications, RCAFs/JCAFs and supporting publications will:

- (a) Invite parents to express up to three preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc)
- (b) Invite parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible,
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
- (d) Specify the closing date for applications and where paper RCAFs/JCAFs must be returned to, in accordance with paragraph 9.

5.

The LA will appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents can use, library and/or internet café facilities or through organised school.
- (b) The paper RCAF/JCAF are readily available on request from the LA, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to print, complete and return.
- (c) A composite prospectus of all Kent maintained primary, infant and junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from the LA, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to read/print.

6.

Only preferences expressed on a submitted online application (via www.kent.gov.uk/ola) or on a paper RCAF/JCAF are valid applications. Completion of a schools' Supplementary Information Form only does not constitute a valid application.

7.

A Foundation or Voluntary Aided school can ask parents, who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a SIF is required it must be requested direct from the school or via the LA's website and must be returned to the school by the closing date for applications as defined within the LA co-ordinated admissions scheme. All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its over-subscription criteria in its determined arrangements, the criteria definitions as laid out by the LA must be adopted.

8.

Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an online application or paper RCAF/JCAF for their home Local Authority, and the school is named on said application.

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to the LA or any Kent Primary School by **15 January 2011**.

10.

The LA will act as a clearing house for the allocation of places.

The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;

- (c) an applicant is not eligible for a place at any school that the parent has named.

The LA will allocate places in accordance with paragraph 14.

11.

By 9 February 2011 – The LA will advise all Kent primary, infant and junior schools of the number of preferences expressed for them. Where there are preferences expressed for non-Kent schools, or where a non-Kent resident has expressed a preference for a Kent school, the LA will have also completed any data exchange with other LAs by this date.

12.

By 11 February 2011 – The LA will advise all Kent primary, infant and junior schools of the full details of all valid applications for their schools to enable them to apply their over-subscription criteria. Only children who appear on the LA list can be considered for places on the relevant offer day.

13.

By 11 March 2011 – All Kent primary, infant and junior schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the LA for consideration in the allocation process.

14.

By 16 March 2011 - The LA will match this ranked list against the ranked list of the other schools named on the form and:

- Where the child is eligible for a place at only one of the named schools, that school will be offered.
- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

By this date Kent LA will have completed any data exchange with other LAs to cover situations where a resident in Kent LA's area has named a school outside Kent, or a parent living outside Kent LA has named a Kent school.

15.

By 25 March 2011 - The LA will inform schools of the pupils to be offered places at their school.

16.

On offer day, **31 March 2011** – The LA will:

(a) send an offer e-mail after 4pm to those parents who have applied online and provided an e-mail address.

(b) send ALL Parents decision letters. The letter will give the following information:

- The name of the school at which a place is offered.

- The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
- Information about the right of appeal against the decisions to refuse places at other named schools.
- Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters no earlier than 6 April 2011.

17.

By 21 April 2011 – parents must inform the LA whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail (an e-mail address will be provided in the offer letter).

18.

By 3 May 2011 – The LA/schools will re-allocate any places that have become available since offer day, giving priority to applicants who originally named it as preference on the online applications or RCAF/JCAF and have requested to be placed on the waiting list, according to the individual schools' over-subscription criteria.

19.

Waiting Lists - Parents may ask for their child's name to be kept on a waiting list should places become available after 3 May 2011. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2012.

Late Applications

20.

The closing date for applications in the normal admissions round (as above) is 15 January 2011.

As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the LA **before Friday 28 January 2011**.

Please note – late applications cannot be made online. Late applicants must complete a paper RCAF/JCAF and return it direct to the LA.

21.

Applications received after 28 January 2011 will not be considered for places on 31 March 2011, but will be included in the re-allocation of places on 3 May 2011 as defined above.

Details of these applications will be forwarded to each school expressed as a preference for them to apply their over-subscription criteria.

Section 2 – Details of the Co-ordinated Scheme for Primary In-Year Admissions

In-Year Common Application Form.

1.

There will be a standard form, known as the **In-Year Common Application Form (IYCAF)**, which residents of the LA area must complete to apply for school places in any year group outside of the normal admissions round. Enquiries can also be made via e-mail (kent.admissions@kent.gov.uk).

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require said information.

Parents will be able to obtain Information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school.

2.

The IYCAF will be used for the purpose of admitting pupils into the year group applied for in the specified year, and any successive year in which this scheme is still in force

3.

The IYCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

(a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies)

(b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)

4.

The IYCAF will:

(a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference.

For admission to Year R – Year 6 parents can express **up to three** preferences

(b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.

(c) explain that the parent will receive no more than one offer of a school place and that:

(i) a place will be offered at the highest nominated school for which they are eligible for a place; and

(ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.

(d) specify where it must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- that the IYCAF is available in paper form on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and
- that the IYCAF is accompanied by a written explanation of the In-Year admissions process.

6.

IYCAF's must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them expeditiously.

Supplementary Information Forms (SIF's)

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary information form is required it must be requested from the school or the LA and returned to the school. All schools that use supplementary information forms must include the proposed form in their consultation with other admission authorities, including the LA, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the criteria definitions as laid out by the Local Authority must be adopted.

8.

A supplementary information form is not a valid application by itself: this can be made only on the IYCAF or if the child is resident in another area, the home LA's Common Application Form must be used.

When supplementary forms are received the school must verify with the LA before consideration and ranking of applicants that a IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary information form if so requested.

Under the requirements of the scheme, parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its over-subscription criteria.

9.

a)

Children with Statements of Special Educational Need (SEN) –

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & R team who must have regard to Schedule 27 of the Education Act 1996*"where the LA must name the maintained school that is preferred by parents providing that:*

** the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement*

** the child's attendance is not incompatible with the efficient education of other children in the school, and*

** the placement is an efficient use of the LEA's resources"*

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Kent would therefore expect other Authorities when looking for Kent school places for statemented pupils to contact the SEN & R team in addition to the relevant school.

b)

Children in Local Authority Care (LAC)

Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency. When applications are made for young people in the care of other Local Authorities, Kent as receiving authority, will confirm an offer of a school place with the placing authority. Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided, where appropriate treating the child as an 'Excepted Pupil'. If the school is full and such a provision is not considered appropriate, the LA will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker, will liaise in the first instance with Admissions Placement Officers and in some cases other professionals, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). The LA will then allocate a place where it is the admission authority for the school or contact the school directly and seek a place where it is not. Where a school refuses to admit the child the LA as corporate parent, will take a view in discussion with the Admissions Section as to whether to direct the school in question or consider if other education provision may be in the better interest of the child.

* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office.

10.

Children who are not successful in gaining any place they want will be allocated an available place at the nearest school of an appropriate type to their given address, and will have the same access to a waiting list / rights to appeal as other applicants.

Determining Offers in Response to the IYCAF

11.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to IYCAFs received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the IYCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 21.

12.

Within 5 school days from receipt of a completed IYCAF, the LA will notify the admission authority for each of the schools named all relevant details from the IYCAF.

13.

Within 5 school days from receipt of the above (point 12), the admission authority for each school will consider the application, apply the school’s oversubscription criteria (if appropriate) and provide the LA with a decision whether or not they are able to offer a place at their school. If they are unable to offer a place at their school, they must inform the LA of the applicants position on the waiting list (including under which criterion) based on the school’s over-subscription criteria.

14.

Within 3 school days from receipt of the above (point 14), the LA will match the information provided by the admission authority and:

- where the child is eligible for a place at only one of the nominated schools, will allocate a place at that school to the child;
- where the child is eligible for a place at two or more of the nominated schools,

will allocate a place to the child at whichever of these is the highest ranked preference;

- where the child is not eligible for a place at any of the nominated schools, will allocate a place to the child at the nearest appropriate school in the LA area with a vacancy.

15.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA to ensure that Kent LA offers the parents a place at the highest ranked preference for which the child is eligible for a place.

16.

Where the LA receives notice from another LA (“the home authority”) that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. The LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

17.

The LA will provide the relevant school with a copy of the offer letter sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

Offers

18.

The LA will notify applicants resident in the LA area by letter that they are being offered a place at the allocated school. The letter will give the following information:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- how to apply for a place on the waiting list for any school named on the IYCAF.
- contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer. It will not inform parents of places still available at other schools.

19.

Parents who reside in other LAs, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA.

20.

Kent pupils who have not been offered a place at any of the schools nominated on their IYCAF will be offered a place by Kent LA at the nearest appropriate school in the LA area with a place available, following consultation with individual schools. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol.

21.

Schools will send their welcome letters only after advice from the LA that the place has been accepted.

Acceptance/Refusal of Places

22.

Parents will be advised, in their offer, letter that they must accept/refuse the school place offer in writing with the LA within 10 days of the date of the offer letter. If the LA has not obtained a response within the specified time, it **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.

23.

The LA will notify all schools of places accepted/refused by e-mail/letter as soon as possible after receipt of the acceptance/refusal.

Waiting Lists

24.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

25.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA of who are to be offered places as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority care apply. To maintain the database, and to make any relevant offer of a place, admission authorities will advise the LA when a place becomes available so that the LA can offer the place to the pupil highest on the waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents with children who are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure that no pupil is left without an offer of a school place.

Appeals

26.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on a IYCAF.

27.

Where a school has places available, and parents have lodged an appeal against the refusal of a place, they must inform the LA who is to be offered a place without the need for the appeal to be heard, provided there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.

28.

The LA will record details of any pupils who apply for casual admission, and ensure that they are placed in a school without undue delay, where necessary employing the "In Year Fair Access Protocol"

Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary Education	Has the same meaning as in section 2(1) of the Education Act 1996
Primary School	Has the same meaning as in section 5(1) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained by the LA
Foundation school	Such of the schools as are Foundation schools
VA schools	Such of the schools as are Voluntary Aided schools

VC schools	Such of the schools as are Voluntary Controlled schools
Admission authority	In relation to a Community or VC school means the LA and, in relation to a Foundation or VA school, means the governing body of that school.

29. The scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal KCC Cabinet Determination.

30. In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

2. Proposed Over-subscription Criteria

The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

- **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Attendance at a linked school** – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. In the same way, children with a sibling in the junior school are given priority for admission to the infant school.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the ‘Nearness’ criterion’ (below). Linked infant and junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, 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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as “excepted” for a period of one year, in line with the School Admission Code.

- **Denominational preference (for Voluntary Controlled Church schools only)** – if a parent has applied for their child to be admitted to a Church of England or Methodist controlled school on denominational grounds by ticking the box on the application form, preference will be given to these over those who have not. Evidence of church membership or attendance is not required.
- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school’s legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child’s needs and the particular school.
- **Nearness of children's homes to school** - we use the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance

Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

Appendix B (3) Consultation Area

3. Proposed Statutory Consultation Area

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the primary school. However because the consultation is distributed across all Kent Admissions authorities via Kent Trust Web schools outside of the relevant areas are also able to view arrangements.

Appendix B (4) Published Admissions Numbers

4. Proposed Published Admissions Numbers (PAN) for Community and Voluntary Controlled Primary Schools: *Note where numbers proposed have changed for 2011 these are in bold and 2010 PAN's are in brackets.*

Schools in Dartford West	2011 PAN
Fleetdown Primary School	60
Joydens Wood Infants School	70
Joydens Wood Junior School	70
Maypole Primary School	60
The Bridge School - Dartford	30
Oakfield Community Primary School	90
St Alban's Infant School	90
Temple Hill Community School	75
The Brent Primary School	60
The Gateway Community Primary	30
Wentworth Primary School	70
West Hill Primary School	70
Westgate Primary School	30
York Road Junior School & Language Unit	90

Schools in Dartford East	2011 PAN
Bean Primary School	30
Darenth Community Primary School	(15) 25
Fawkham CEP School	15
Hartley Primary School	60
Knockhall Community Primary	60
Langafel CEP School	45
New Ash Green Primary School	60
Sedley's CEP School	15
Stone, St Mary's CEP School	60
Manor Community Primary School	(60) 90
The Craylands School	30

Schools in Gravesham	2011 PAN
Cecil Road Primary & Nursery	54
Chantry Primary School	30
Cobham Primary School	30
Culverstone Green Primary School	30
Dover Road Community Primary	60
Higham Primary School	30
Istead Rise Primary School	30
Kings Farm Primary School	(45) 60
Lawn Primary School	20
Meopham Community Primary	60
Painters Ash Primary School	60
Raynehurst Primary School	60
Riverview Infants School	120
Riverview Junior School	120
Rosherville CEP School	18
Shears Green Infant School	120
Shears Green Junior School	120
Shorne CEP School	30
Singlewell Primary School	30
Vigo Village School	30
Westcourt School	30
Whitehill Primary School	90
Wrotham Road Primary School	60

Schools in Cranbrook and Paddock Wood	2011 PAN
Benenden CEP School	25
Cranbrook CEP School	30
Frittenden CEP School	15
Goudhurst & Kilndown CEP	30
Hawkhurst CEP School	30
Horsmonden Primary School	40
Lamberhurst St Mary's CEP	20
Paddock Wood Primary School	90
Sandhurst Primary School	25

Schools in Swanley & District	2011 PAN
Crockenhill Primary School	30
Downsview Primary School	30
Hextable Primary School	60
High Firs Primary School	30
Horizon School	30
St Paul's CEP School, Swanley	15
West Kingsdown CE Primary School	45

Schools in Tunbridge Wells	2011 PAN
Bidborough CEP School	30
Bishops Down Primary School	30
Broadwater Primary School	30
Claremont Primary School	60
Langton Green Primary School	30
Pembury School	60
Sherwood Park Community Primary	60
Southborough CEP School	(55) 60
St James' CEJ School	70
St John's CEP School	90
St Marks CEP School	30
St Matthew's High Brooms CEP School	60
St Peter's CEP School	20

Schools in Sevenoaks South	2011 PAN
Amherst School	90
Chiddingstone CEP School	(20) 25
Churchill CEP School	(40) 45
Crockham Hill CEP School	20
Dunton Green Primary School	30
Edenbridge Primary School	60
Four Elms Primary School	16
Halstead Community Primary School	25
Kemsing Primary School	30
Leigh Primary School	20
Otford Primary School	50
Riverhead Infant School	90
Seal CEP School	30
Sevenoaks Primary School	60
Shoreham Village School	15
St John's CEP School, Sevenoaks	(15) 30
St Lawrence CEP School	10
Sundridge & Brasted CEP School	15
Weald Community Primary School.	(30) 20

Schools in Maidstone 1	2011 PAN
Barming Primary School	60
Boughton Monchelsea Primary School	30
Brunswick House Primary School	60
Coxheath Primary School	(30) 60
East Farleigh Primary School	30
Laddingford, St Mary's CEP School	13
Marden Primary School	40
Palace Wood Primary School	60
St Margaret's C of E , Collier Street	17
St Michael's Infant School	40
St Michael's Junior School	45
Staplehurst School	75
Sutton Valence Primary School	30
Wateringbury CEP School	36
West Borough Primary School	60
Yalding, St Peter & St Paul CEP School	20

Schools in Malling	2011 PAN
Aylesford Primary School	45
Brookfield Infant School	(60) 90
Brookfield Junior School	64
Burham CEP School	28
The Discovery School	60
Ightham Primary School	28
Kings Hill School	60
Lunsford Primary School	30
Mereworth Community Primary School	30
Offham Primary School	30
Plaxtol Primary School	16
Ryarsh Primary School	22
St George's CEP School	(25) 30
St James the Great Primary & Nursery	30
St Katherine's School	90
St Mark's CEP School, Eccles	20
St Peter's CEP School	20
Stansted CEP School	12
Trottiscliffe CEP School	12
Tunbury Primary School	80
West Malling CEP School	28
Wouldham, All Saints CE School	20

Schools in Maidstone 2	2011 PAN
Bell Wood Community School	45
Bredhurst CEP School	15
East Borough Primary School	60
Greenfields Community Primary School	45
Harrietsham CEP School	20
Headcorn Primary School	30
Hollingbourne Primary School	15
Kingswood Primary School	20
Leeds & Broomfield Primary School	12
Lenham Primary School	30
Loose Infant School	90
Loose Junior School	90
Madginford Park Infant School	90
Madginford Park Junior School	90
Molehill Copse Primary School	(40) 45
North Borough Junior School	75
Oak Trees Community School	27
Park Way Primary School	45
Platts Heath Primary School	13
Sandling Primary School	60
Senacre Wood Primary School	30
South Borough Primary School	30
St Paul's Infant School	90
Thurnham CEI School	90
Ulcombe CEP School	13

Schools in Tonbridge	2011 PAN
Cage Green Primary School	54
Capel Primary School	30
East Peckham Primary School	30
Hadlow School	25
Hildenborough CEP School	30
Long Mead Community Primary School	20
Shipbourne School	(8) 10
Slade Primary School	45
St Stephen's (Tonbridge) Primary	30
Stocks Green Primary School	30
Sussex Road Community Primary School	60
Woodlands Infants School	90
Woodlands Junior School	96

Schools in Canterbury Coastal	2011 PAN
Briary Primary School	60
Hampton Primary School	75
Herne Bay Infant School	120
Herne CE Infant School	90
Joy Lane Community Primary School	60
Reculver CEP School	75
St Alphege CE Infant School	60
Swalecliffe Community Primary School	90
Westmeads Community Infant School	60
Whitstable Junior School	75

Schools in Rural Swale	2011 PAN
Boughton-under-Blean & Dunkirk Primary School	30
Bysing Wood Primary School	15
Canterbury Road Primary School	30
Davington Primary School	60
Eastling Primary School	15
Ethelbert Road	15
Graveney Primary School	15
Hernhill CE Primary School	30
Lansdowne Primary School	30
Luddenham Primary School	30
Lynsted & Norton Primary School	15
Milstead & Frinsted CE Primary School	10
Murston Infant School	45
Murston Junior School	45
Ospringe Primary School	30
Rodmersham Primary School	10
Selling CE Primary School	(20) 23
Sheldwich Primary School	30
South Avenue Infant School	60
South Avenue Junior School	60
Teynham Parochial CEP School	30

Schools in Canterbury City and Country	2011 PAN
Adisham CEP School	20
Barham CEP School	30
Blean Primary School	67
Bridge & Patixbourne CEP School	56
Canterbury, St Peter's Methodist	30
Chartham Primary School	45
Chislet CEP School	10
Hersden Community Primary School	15
Hoath Primary School	8
Kingsmead Primary School	30
Littlebourne CEP School	15
Parkside Community Primary School	30
Petham Primary School	17
Pilgrims Way Primary School	45
St Stephens Infant School	90
St Stephens Junior School	90
Sturry CEP School	60
Wickhambreaux CEP School	15

Schools in Swale Urban	2011 PAN
Bobbing Village School	30
Eastchurch CEP School	60
Grove Park Community School	60
Holywell Primary School (Upchurch)	30
Iwade Community Primary School	60
Kemsley Primary School	30
Lower Halstow School	20
Milton Court Primary School	30
Minster in Sheppey Primary School	60
Minterne Community Junior School	90
Newington C E Primary School	30
Queenborough School & Nursery	45
Regis Manor Community School	60
Richmond Primary School	60
Rose Street School	30
The Oaks Community Infant School	90
West Minster Primary School	60
Woodgrove School	60

Ashford 1	2011 PAN
Aldington Primary School	20
Ashford Oaks Primary School	60
Beaver Green Community Primary School	60
Brabourne CEP School	15
Brook Community Primary School	12
Challock Primary School	20
Chilham, St Mary's CEP School	15
Downs View Infant School	90
East Stour Primary School	60
Kennington CEJSchool	90
Lady J Thornhill (Endowed) Primary School	60
Linden Grove Primary School	60
Mersham Primary School	28
Phoenix Community Primary School	30
Smeeth Community Primary School	20
Victoria Road Primary School	30
Willesborough Infant School	120

Ashford Rural	2011 PAN
Bethersden Primary School	20
Egerton CEP School	30
Furley Park Primary School	60
Godinton Primary School	60
Great Chart Primary School	60
Hamstreet Primary School	45
High Halden CEP School	15
John Mayne CEP School	20
Kingsnorth Primary School	60
Pluckley CEP School	17
Rolvenden Primary School	14
Smarden Primary School	15
St Michael's CEP School, Tenterden	30
Tenterden Infants School	60
Tenterden Junior School	75
Woodchurch CEP School	20

Schools in Shepway 1	2011 PAN
Castle Hill Community Primary School	58
Cheriton Primary School	58
Christ Church CEP School	60
Hawkinge Primary School	45
Morehall Primary School	30
Mundella Primary School	30
Sandgate Primary School	60
Seabrook CEP School	15
Selsted CEP School	15
St Martin's CEP School	30
St Peter's CEP School	15
The Churchill School	60

Schools in Shepway Rural	2011 PAN
Bodsham CEP School	10
Brenzett CEP School	20
Brookland CEP School	15
Dymchurch Primary School	(45) 30
Hythe Bay CEP School	56
Lydd Primary School	40
Lyminge CEP School	30
Lympne CEP School	30
Palmarsh Primary School	15
Sellindge Primary School	15
St Nicholas CEP School	54
Stelling Minnis CEP School	15
Stowting CEP School	15

Schools in Thanet 1	2011 PAN
Birchington CEP School	60
Cliftonville Primary School	90
Drapers Mill Primary School	60
Garlinge Community Primary School and Nursery	60
Holy Trinity & St John's CEP, Margate	60
Minster CEP School	60
Monkton Primary School	15
Northdown Primary School	45
Palm Bay Primary School	45
Salmestone Primary School	60
St Crispin's Community Infant Primary	90
St Nicholas-at-Wade CEP School	28
St Saviour's CEP Junior	90

Schools in Thanet 2	2011 PAN
Bromstone Primary School	45
Callis Grange Nursery & Infant	90
Chilton Primary School	60
Christ Church CEJ School	60
Dame Janet Community Infant School	90
Dame Janet Community Junior School	90
Ellington Infant School	90
Newington Primary School and Nursery	60
Newlands Primary School	60
Priory Infant School	60
St Mildred's Primary Infant School	90
Upton Junior School	128

Schools in Deal and Sandwich	2011 PAN
Eastry CE Primary School	30
Goodnestone CEP School	10
Hornbeam Primary School	30
Kingsdown & Ringwoud CEP School	28
Nonington Primary School	12
Northbourne CofE Primary School	20
Preston Primary School	20
Sandown School	60
Sandwich Infant School	56
Sandwich Junior School	60
St Margaret's-at-Cliffe Primary	30
The Downs CEP School	60
Warden House Primary School	60
Wingham Primary School	30
Worth Primary School	10

Schools in Dover	2011 PAN
Aycliffe Community Primary School	20
Aylesham Community Primary	60
Barton Junior School	60
Capel-le-Ferne Primary School	30
Eythorne Elvington Community Primary	20
Green Park Community Primary School	45
Guston CE Primary School	22
Langdon Primary School	10
Lydden Primary School	12
Priory Fields School	60
River Primary School	60
Shatterlocks Infant School	(45)55
Sibertswold CE Primary School	30
St Martin's School	30
Temple Ewell CEP School	20
Vale View Community School	30
White Cliffs Primary College for the Arts	30
Whitfield School & Aspen Special Unit (PAN Includes 6 SEN places)	57

Please note – The above schools are the community and voluntary controlled schools for which the LA is responsible for setting the Published Admission Number. All other Primary Schools in Kent are own admission authority schools. The governing body for those schools sets the admission number and admissions arrangements, and these are consulted upon separately by the individual schools.



Dated: February 2010

Kent County Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2011/12

**Incorporating Transfer to Year 7
and
Secondary In-Year Admissions**

Produced by:
Admissions and Transport

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for secondary schools, Year R for infant and primary schools and Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions)
 - The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).
-

Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in September 2011.

Year 7 applications are for children born between 1 September 1999 and 31 August 2000.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Tuesday 1 June 2010
Closing date for registration	Friday 2 July 2010
Test date for pupils in Kent primary schools	Tuesday 14 & Wednesday 15 September 2010
Test date for out of county pupils	Saturday 18 September 2010
Assessment decision sent to parents	Monday 18 October 2010
National Closing Date for Secondary Common Application Forms (SCAF)	Sunday 31 October 2010
Final closing date for exceptional late applications.	Friday 5 November 2010
First data exchange with neighbouring Authorities	By Friday 3 December 2010
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Friday 10 December 2010
Applicant details sent to schools to apply oversubscription criteria – ranking lists sent	By Tuesday 4 January 2011 (note – first day of term)
Ranked lists returned to LA by all schools	No later than Friday 21 January 2011
Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils	By Tuesday 22 February 2011 (note – during half term)
National Offer Day: e-mails sent after 4pm and letters sent 1st class post	Tuesday 1 March 2010
Schools send out welcome letters	Not before Friday 4 March 2011
Date by which places should be accepted or declined	Tuesday 22 March 2011
LA / Schools re-allocate places that have become available from the schools' waiting lists	Monday 4 April 2011 Friday 6 May 2011 Friday 10 June 2011 Friday 8 July 2011

In addition this scheme:

- allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- Confirms that after 4 April 2011, the LA/schools consider applicants through the normal waiting list / In-Year procedures.

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with Data Protection principles.

1.

Kent resident parents will be able to apply for their child's school place either online at www.kent.gov.uk/ola or by using a standard paper form known as the Secondary Common Application Form (SCAF). The LA cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education knows how to apply for a school place online at www.kent.gov.uk/ola or by completing a paper SCAF, and receives a written explanation of the co-ordinated admissions scheme.

2.

The SCAF will be used for the purpose of admitting pupils to the first year of secondary education in the specified year, and any successive year in which this scheme is still in force

3.

The SCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies)
- (b) to be admitted to a school located in another LA's area (including VA, Foundation schools and Academies)

4.

The SCAF will:

- invite the parent to express **four** preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference.
- invite parents to give their reasons for each preference.
- explain that the parent will receive no more than one offer of a school place and that:

- (i) a place will be offered at the highest ranked preference for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
- specify the closing date for applications and where paper SCAFs must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- That the online admissions website is readily accessible to all who wish to apply using this method.
- That the paper SCAF is readily available on request from the LA, from all Kent maintained primary and secondary schools and is also available on the Kent County Council website to print, complete and return.
- That a composite prospectus of all Kent secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from the LA, from all Kent maintained primary schools and is also available on the Kent County Council website to read/print.

6.

Completed applications must be submitted online and paper SCAFs returned to the LA or any Kent primary school by **31 October 2010**. This is a National Closing Date set by DCSF, which falls at the end of Kent's half term. Some parents will not have been able to discuss the outcome of the 11+ assessment process with the primary school headteacher before this date, and in these exceptional circumstances applications will be accepted by the LA as 'on time' as long as they are received **no later than 5 November 2010**.

7.

To help the LA ensure that everyone who needs to make an application has done so, primary schools may ask parents for a note of their online application reference, or – if they have concerns – may ask the online admissions team to check that an online application has been submitted.

Supplementary Information Forms (SIFs)

8.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form alone does not constitute a valid application.

9.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined

arrangements, the definitions laid out by the Local Authority must be adopted.

10.

If a child is resident in another area, the home area's online or paper SCAF must be used. When supplementary forms are received the school must verify with the LA before consideration and ranking of applicants that a SCAF or neighbouring area's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the SIF if so requested. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

Testing

11.

The Kent schools that require children to sit the Kent grammar school tests are listed below:

Barton Court Grammar School	Judd School
Borden Grammar School	Maidstone Grammar School
Chatham House Grammar School	Maidstone Grammar School for Girls
*Chaucer Technology School	Norton Knatchbull
Clarendon House Grammar School	Oakwood Park Grammar School
Dane Court Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School	Simon Langton Girls' Grammar School
Dartford Grammar School for Girls	Simon Langton Grammar School for Boys
**Dover Grammar School for Boys	Sir Roger Manwood's School
**Dover Grammar School for Girls	Skinner's School
Folkestone School for Girls	Tonbridge Grammar School
Gravesend Grammar School	Tunbridge Wells Girls' Grammar School
Gravesend Grammar School for Girls	Tunbridge Wells Grammar School for Boys
Harvey Grammar School	Weald of Kent Grammar School
Highsted Grammar School	Wilmington Grammar School for Boys
Highworth Grammar School for Girls	Wilmington Grammar School for Girls
Invicta Grammar School	

* Chaucer Technology School has a grammar stream and may admit up to 35 children (15% of their Published Admission Number) who are assessed as suitable for a grammar school through Kent's PESE.

** Dover Grammar School for Boys and Dover Grammar School for Girls also accept pupils who have reached the required standard through the "Dover Test".

12.

Registration for the Kent grammar school tests will open on **1 June 2010**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **2 July 2010**.

13.

Children who are not registered for the Kent grammar school tests by the closing date for registration will not be entered into the Kent test taking place:

for in-County pupils on **14 and 15 September 2010**

for out-County pupils on **18 September 2010**

Registration is open to parents of children resident in the UK, and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to secondary school in September 2011.

A child's place of residence is where the child normally sleeps, not a temporary address (such as for holiday or educational purposes) before returning overseas. For UK service personnel and other Crown Servants, if the fixed UK residence is not known at the time of registration, then a unit postal address, or, if appropriate, a "quartering area" address may be used.

If the parent chooses to name a Kent grammar school (which uses the Kent Procedure for Entrance to Secondary Education) on the SCAF for a child who has not taken the test, this preference will be treated as invalid because the child will not have met the entry criteria. In these circumstances a child will not have an opportunity to sit the Kent test until after 4 April 2011.

14.

In the following exceptional circumstances, where a child is unable to sit the Kent grammar school tests on the specified dates, arrangements will be made for testing to take place by the end of January 2011:

- illness on one or both test dates, confirmed by a doctor's certificate;
- a move into the Kent LA area after the closing date for test registration. (NB: This can only be arranged if parents return the late paper SCAF before 10 December 2010.)

Outside these specific circumstances, children who have not registered for testing but want a grammar school place will not have an opportunity to sit the test until after 4 April 2011. Parents would need to submit a late application SCAF to the LA.

Parents will need to follow the late applications process set out in the LA's booklet "Admission to Secondary School in Kent 2011"

15.

Following the marking and the application of the Head Teacher assessment stage* the LA will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1st class post on **18 October 2010**, to arrive on 19 October 2010. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on 18 October 2010.

** a stage in the assessment process in which a child's primary school may if necessary submit additional evidence and a written statement to a head teacher panel to enable a final assessment of suitability for grammar school to be made.*

16.

Parents will have until **31 October 2010** to complete their online application or return their paper SCAF to the LA. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by the LA as 'on time' as long as they are received **no later than 5 November 2010**.

There will be no right of appeal against the assessment decision, but after 1 March 2010 parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school.

Late applications received after the SCAF closing date but before 10 December 2010

17.

The closing date for applications in the normal admissions round is **31 October 2010**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before 10 December 2010 will be accepted, provided there is a good reason for the delay. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

18.

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code.

Applications will be accepted up until 10 December 2010, where it is confirmed by the appropriate authority that the family will be resident in Kent by 1 September 2011.

A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated.

Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / rights to appeal as other applicants.

Late applications received on or after 10 December 2010 but before 4 April 2011

19.

The LA will hold these late applications until they are processed on 4 April 2011.

Applications made after 4 April 2011 will be processed in accordance with the LA's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2011'. Reallocation of places means that the LA will offer any vacant places to pupils on a school's waiting list (please refer to paragraphs 35 and 36 below) on the dates specified in the timetable above.

Applications Made Direct to Schools

20.

Applications made on the SCAF and returned direct to any school must be forwarded to the LA immediately. Where only the Supplementary Information Form (SIF) is received the school must inform the LA immediately so it can verify whether an application has

been received from the parent and, if not, contact the parent and ask them to complete a SCAF.

Determining Offers in Response to the SCAF

21.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAs completed online or on paper. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 25.

22.

By 10 December 2010 the LA will:

1. notify all schools of the number of applications received for their school;
2. send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date;
3. send parent and pupil details to those schools requesting such details to match against supplementary forms;
4. notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the LA area.

23.

By 4 January 2011 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the online application or paper SCAF.

24.

No later than 21 January 2011 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria and provide the LA with a list of all applicants ranked according to the school's oversubscription criteria.

25.

By 18 February 2011 the LA will match this ranked list against the ranked lists of the other schools named and:

- where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked

preference;

- where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school.

26.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA to ensure that Kent LA offers the parents a place at the highest ranked preference for which the child is eligible for a place.

27.

Where Kent LA receives notice from another LA (“the home authority”) that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. Kent LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

28.

By 22 February 2011 the LA will inform its secondary schools and Academies of the pupils to be offered places at their establishments, and will inform other LAs of places to be offered to their residents in its schools and Academies. The LA will also inform all Kent primary schools of offers made to their Kent pupils.

Offers – 1 March 2011

29.

On 1 March 2011 the LA will

- send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- Send ALL parents decision letters. The letter will give the following information:
 - the name of the school at which a place is offered;
 - the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
 - information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - advice on how to apply for a place on the waiting list for any school named on the SCAF. *Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school;*
 - contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer. *It will not inform parents of places still available at other schools.*

30.

Parents who reside in other LAs, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA on 1 March 2011.

31.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be offered a place by Kent LA at an alternative school in the LA area, following consultation with individual schools. This place will be offered on **1 March 2011**.

32.

Secondary schools and Academies will send their welcome letters **no earlier than Friday 4 March 2011**.

Acceptance/Refusal of Places - 22 March 2011

33.

On 22 March 2011 the LA will check to see whether a response from each pupil who was offered a place on 1 March 2011 has been received. If a response has not been received by 22 March 2011, it will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

34.

After 4 April 2011 the LA will reallocate any vacant places that have become available at all schools on the dates specified within this scheme.

Waiting Lists

35.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of the following:

- a. all applicants who named the school on the SCAF and were not offered a place on 1 March 2011 and who have asked to be included on the school's waiting list;
- b. late applicants whose applications were/are sent to the school by the LA.

(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)

36.

Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. The LA will initially reallocate vacant places on 4 April 2011 and subsequently on the dates specified in this scheme. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or with SEN apply. The Authority will maintain a database from March to September 2011. To maintain the database, admission authorities must advise the LA when a place becomes available in order that the LA can offer it to the highest ranked pupil on the waiting list, and advise whether the parent has accepted or declined the offer. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents whose children are refused admission

must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure that no pupil is left without an offer of a school place.

Appeals

37.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on a SCAF.

38.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after 4 April 2011 the school will inform the LA. The place can then be offered in the next reallocation without the appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.)*

Applications after 4 April 2011 for Year 7 places

39.

New applicants for Year 7 places who apply after 4 April 2011 and before 1 September 2011 must apply to the LA by completing the paper SCAF. The offer will be made by the LA and recorded on the pupil database. If the new applicant cannot be allocated a place at any school requested by the parent, the LA will make an alternative offer and advise the parent of their right to appeal.

Section 2 – Details of the Co-ordinated Scheme for Secondary In-Year Admissions

In-Year Common Application Form.

1.

There will be a standard form, known as the **In-Year Common Application Form (IYCAF)**, which residents of the LA area must complete to apply for school places in any year group outside the normal admissions round. Enquiries can also be made via e-mail (kent.admissions@kent.gov.uk).

The LA will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

Parents will be able to obtain information packs and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school.

2.

The IYCAF will be used for the purpose of admitting pupils to the year group applied for.

3.

The IYCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies)
- (b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)

4.

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. For Admission to any year from Year 7 to Year 11 parents can express **up to four** preferences.
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (c) explain that the parent will receive no more than one offer of a school place and that:
 - (i) a place will be offered at the highest nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
- (d) specify where it must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- that the IYCAF is available in paper form on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and
- that the IYCAF is accompanied by a written explanation of the In-Year admissions process.

6.

IYCAF's must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly.

Supplementary Information Forms (SIFs)

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs they must include the proposed form in their consultation document, and in their published admission arrangements. Where a school fails to clearly define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.

8.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or if the child is resident in another area, the home LA's Common Application Form). When SIFs are received the school must verify with the LA before consideration and ranking of applicants that a IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. The school should also send the LA a copy of the Supplementary Information Form if so requested. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

Schools which have entrance tests

9.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and the LA will contact them further regarding testing arrangements. In most circumstances schools will; set their own entry tests other than during normal points of entry.

10.

a)

Children with Statements of Special Educational Need (SEN) –

Pupils with a Statement of Special Educational Need do not apply to the LA for a school place through the In Year Admissions processes.

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the Special Educational Needs & Resources team, who must have regard to Schedule 27 of the Education Act 1996 " *the LA must name the maintained school that is preferred by parents providing that:*

** the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement*

** the child's attendance is not incompatible with the efficient education of other children in the school, and*

** the placement is an efficient use of the LEA's resources"*

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for statemented pupils will need to contact the SEN & R team in addition to the relevant school.

b)

Children in Local Authority Care (LAC)

When applications are made for young people in the care of other Local Authorities, Kent as receiving authority, will confirm an offer of a school place with the placing authority.

Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, the LA will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admissions Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). The LA will then allocate a place where it is the admission authority for the school or contact the school directly and seek a place where it is not. Where a school refuses to admit the child the LA as corporate parent will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

** Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants

and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office.

11.

Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / rights to appeal as other applicants.

Determining Offers in Response to the IYCAF

12.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to IYCAFs received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the IYCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 21.

13.

Within 5 school days from receipt of a completed IYCAF, the LA will notify the admission authority for each of the schools named of all relevant details from the IYCAF.

14.

Within 5 schools days from receipt of details, the admission authority for each school will consider the application, apply the school’s oversubscription criteria (if appropriate) and let the LA know whether or not they are able to offer a place at their school. Even if they cannot offer a place, they must still rank the applicant according to their oversubscription criteria and let the LA know what the applicant’s position would be on the waiting list, and under which criterion. (where a school requires an entry test it must inform the LA when the child will be next able to sit their entry test)

15.

Within 3 school days from receipt of information from the schools named, the LA will match the information provided by the admission authority and:

- where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- where the child is not eligible for a place at any of the named schools, will

allocate a place to the child at the nearest appropriate school in the LA area with a vacancy.

16.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA to ensure that Kent LA offers the parents a place at the highest ranked preference for which the child is eligible for a place.

17.

Where the LA receives notice from another LA (“the home authority”) that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. The LA will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

18.

The LA will provide the relevant school with a copy of the offer letter sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

Offers

19.

The LA will notify applicants resident in the LA area by letter that they are being offered a place at the allocated school. The letter will give:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- information on how to apply for a place on the waiting list for any school named on the IYCAF. (Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school);
- contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer. It will not inform parents of places still available at other schools.

20.

Parents who reside in other LAs, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA.

21.

Kent pupils who have not been offered a place at any of the schools nominated on their IYCAF will be offered a place by Kent LA at an alternative school, following consultation with individual schools. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol.

22.

Schools will send their welcome letters only after confirmation from the LA that the place has been accepted.

Acceptance/Refusal of Places

23.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing with the LA within 10 days of the date of the offer letter. If the LA has not obtained a response within the specified time, it will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

24.

The LA will notify all schools of places accepted/refused by e-mail/letter as soon as possible after receipt of the acceptance/refusal.

Waiting Lists

25.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list (*A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.*)

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA of who is to be offered a place as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care apply. To maintain the database, and to make any relevant offer of a place, admission authorities will advise the LA when a place can be offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. A school wishing to maintain a waiting list beyond the end of the spring term must provide the LA with current lists in rank order. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

27.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on the IYCAF.

28.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the school will inform the LA. The place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.)*

29.

The LA will record details of any pupils who apply for casual admission, and ensure that they are placed in a school without undue delay, where necessary employing the "In Year Fair Access Protocol"

Section 3 – Glossary of Terms

Term	Definition
The LA	means Kent County Council acting in its capacity as local authority
The LA area	means the area in respect of which the LA is the local authority
Primary education	has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	has the same meaning as in section 2(2) of the Education Act 1996
Primary school	has the same meaning as in section 5(1) of the Education Act 1996
Secondary school	has the same meaning as in section 5(2) of the Education Act 1996
School	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
Foundation schools	means such of the schools as are foundation schools
VA schools	means such of the schools as are voluntary-aided schools
Academies	means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002)
Admission	in relation to a community or voluntary controlled school means the

authority	LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
The specified year	means the school year beginning at or about the beginning of September 2011, and at the same time in any successive year in which this scheme is still in force
Admission arrangements	means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Casual admission	means any application for a place in the first year of secondary education that is received after 31 March 2010, including those received during the academic year commencing in September 2011 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.
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.
SCAF	refers to the Secondary Common Application Form, completed online or on paper
Head teacher assessment	a stage in the assessment process in which a child's primary school may if necessary submit additional evidence and a written statement to a head teacher panel to enable a final assessment of suitability for grammar school to be made
The Kent grammar school tests	tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools
The Kent Procedure for Entrance to Secondary Education (PESE)	the system for determining entry to Kent Grammar Schools

30. The scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal KCC Cabinet Determination.

31. In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

2. Proposed oversubscription criteria for Community and Voluntary controlled secondary schools

In 2011 the LA does not propose any major change to the oversubscription criteria for community and voluntary controlled secondary schools.

Following the Schools Adjudicator's decision in 2007 the Dover Grammar School for Boys will continue to use a dual testing arrangement to determine eligibility for admission in 2011 (the "Dover test" as well as Kent's PESE), provision was made for the same arrangements to apply to the Dover Grammar School for Girls at the time – consequently Dover Grammar School for Girls will continue to include in its oversubscription criteria that: "Entry is through the Kent age 11 assessment procedure or the Dover test."

It is proposed the oversubscription criteria for Community and Voluntary Controlled Schools should be:

- **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and 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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.
- **Residence within a particular scheme of education.** – Kent has both comprehensive and selective areas of education. Priority is given to pupils resident in the same scheme of education as the school as defined in the 'Admission to Secondary School in Kent' booklet.
- **Nearness of children's homes to school** - The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for

an oversubscribed Community or Voluntary Controlled school these straight line measurements are used to determine how close each applicant's address is to the school. Further information on how distances are calculated, including what is defined as permanent or main residence, is available in the "Admission to Secondary School in Kent" booklet provided by the LA.

It is proposed the oversubscription criteria for Astor College for the Arts should be:

- **Children in Local Authority Care** –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and 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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **Health and Special Access Reasons** - Medical / Health and special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.
- **Residence within a particular scheme of education.** – Kent has both comprehensive and selective areas of education. Priority is given to pupils resident in the same scheme of education as the school as defined in the 'Admission to Secondary School in Kent Booklet'.
- **Nearness of children's homes to school** - The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the "Admission to Secondary School in Kent" booklet provided by the LA.
- Up to 10% of places will be admitted on ability in the visual arts. Please note that children applying for these places will need to spend a session at the college working on a set of creative tasks which will be assessed on merit.

3. Proposed statutory consultation area

The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do, but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every three years and in any year that changes are proposed.

We propose that the relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed below.

Thanet	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
Dover	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
Canterbury	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Sheperdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.
Swale	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
Shepway	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
Ashford	Ashford Borough plus Brenzett, Lympne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
Maidstone	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Wateringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted & Fairseat.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
Dartford	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
Sevenoaks	Sevenoaks District plus Dartford Borough, Stansted & Fairseat, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
Tonbridge	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
Malling	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.
Tunbridge Wells	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.
Cranbrook	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.

4. Proposed Published Admissions Numbers (PANs)

It is proposed the Published Admission Numbers for Community and Voluntary Controlled secondary schools for 2011 should be as detailed below. *Where these have changed from 2010 they are bold with the previous PAN in brackets).*

Community & VC Schools - All Areas

SCHOOLS	2011 Published Admission Numbers
The Abbey School	(235) 210
Archers Court School	180
Astor College for the Arts	240
The Astor of Hever Community School	150
Castle Community College	120
Clarendon House Grammar School	90
The Community College , Whitstable	210
Dartford Technology College	145
Dover Grammar School for Girls	120
The Harvey Grammar School	150
Hartsdown Technology College	180
Hextable School	150
Highworth Grammar School for Girls	174
King Ethelbert School	150
Maidstone Grammar School for Girls	175
The North School	215
Northfleet School for Girls	175
The Norton Knatchbull School	149
Oakwood Park Grammar School	150
Simon Langton Girls Grammar School	155
The Sittingbourne Community College	210
Swadelands School	(180) 150
Swan Valley Community School	150
Swanley Technology School	120
Towers School	243
Tunbridge Wells Grammar School for Boys	180
Valley Park Community School	180
Walmer Science College	143
Wilmington Enterprise College	150

Please note – The above schools are the community and voluntary controlled schools for which the LA is responsible for setting the Published Admission Number. All other Secondary Schools in Kent are own admission authority schools. The governing body for those schools sets the admission number and admissions arrangements, and these are consulted upon separately by the individual schools.

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