



## **AGENDA**

**Kent County Council**

### **KENT SCHOOLS ADMISSIONS FORUM**

**Wednesday, 20th October, 2010, at 2.00 pm  
Stillwell Room, Oakwood House, Oakwood Park, Maidstone ME16 8AE**

1. Apologies/Substitutes
2. Minutes of the Meeting held on 14 June 2010 ( 1 - 8)
3. Matters Arising
4. Constitution of Forum and Terms of Reference
5. Proposed Scheme for Admissions 2012 ( 9 - 50)
6. Consultation on Admission Arrangements for Community and Voluntary Controlled Schools ( 51 - 54)
7. Coordination of Test Dates with Medway ( 55 - 56)
8. Role of the Choice Advisor in Kent ( 57 - 58)
9. Dates of Future Meetings
10. Any Other Business

Geoff Rudd  
Clerk to the Forum  
(01622) 694358

**Tuesday, 12 October 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 COUNTY COUNCIL**

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**KENT SCHOOLS ADMISSIONS FORUM**

MINUTES of a meeting of the Kent Schools Admissions Forum held in the Garden Room, Oakwood House, Maidstone on Monday, 14 June 2010.

PRESENT: The Reverend N Genders (Chairman), Mr G Cooke (Vice-Chairman), Mr K Burleton (Substitute for Mr S Parr), Mr P Dalton, Mr P Luxmoore, Mr A J Stanley and Mrs J Young

IN ATTENDANCE: Mr S Bagshaw (Head of Admissions & Transport) and Mr G Rudd (Assistant Democratic Services Manager)

APOLOGIES: Mrs R Chinnadurai, Mr G Chisnell, Mr F Green, Col J Gunnell, Mrs S V Hohler, Mr P Karnavas, Mr S Parr, Reverend Canon J Smith, Mrs E Watson and Mr J Watt.

**UNRESTRICTED ITEMS**

**29. Minutes of the meeting held on 22 April 2010**

*(Item 2)*

RESOLVED that the Minutes of the meeting held on 22 April 2010 are correctly recorded subject to the amendment of Item 24 (2) (iii) to read "important" and not "impellant".

**30. Matters Arising**

*(Item 3)*

(1) Mr Burleton referred to item 21 (3) of the Minutes and confirmed that the Diocese was in the process of seeking a replacement for Mr McBride.

(2) Reverend Genders referred to item 26 of the Minutes and advised the Members that they still had the opportunity to comment on the item.

(3) Mr Dalton referred to item 26 (i) of the Minutes and sought clarification on the rationale of allocating Grammar Assessed pupils to an Academy where another grammar school was not nearby. Mr Bagshaw advised that this decision was taken because a number of Academies are now located in selective areas of education and are wide ability schools. Academies are by definition able to meet the needs of pupils across the entire ability range. In light of parents expressing concerns in previous years about their children being offered schools many miles from their home the LA offered a local wide ability school to grammar assessed pupils who were resident in the selective area of education and unable to secure one of their named preferences or where there was no grammar school within a reasonable travelling distance.

(4) (i) Mr Dalton suggested that some Academies did not have a selective policy and should not be considered as being able to meet wide ability needs. This view was shared by Mr Luxmoore.

(ii) Mr Bagshaw explained that Funding Agreements for Academies and notice when set up was on the basis that they were Wide Ability Schools. In selective areas with 'G' and 'H' Academies were seen as Wide Ability Schools. Mr Bagshaw explained that Hextable is in a Comprehensive Area and where children living in a comprehensive area had been assessed as suitable for grammar school but unable to secure a local grammar place, the LA would offer the nearest school with a vacancy this would have been either the local comprehensive school or Academy depending on which was closer.

(iii) Mr Cooke felt that the issue was more one of distance. The Local Authority had been criticised in the past for sending 'G' assessed pupils across the County to another grammar school. He commented that the Academies were new schools in their own right and that they should be recognised as such rather than the High Schools they replaced, e.g. Skinners Academy and not Tunbridge Wells High School. In response to Mr Dalton's concerns Mr Cooke confirmed that some 'G' assessed pupils who could not be offered a grammar school were offered Wide Ability Schools that were not Academies.

(iv) Mr Bagshaw advised the Forum that the Local Authority was legally obliged to make an offer of a school on National Offer Day but that in practice parents would not be happy with any of the offers they received if they do not relate to one of the named preferences.

Reverend Genders requested that a policy view be ready for next year. Mr Cooke confirmed that there was not a policy in the Cabinet that Academies should be given priority only that a Wide Ability School should be looked for.

### **31. Constitution of Forum and Terms of Reference**

*(Item 4)*

(1) Reverend Genders advised that he was still continuing to look at obtaining Business Link representation on the Forum.

(2) Mr Rudd confirmed that he would be approaching Mrs Lissimore in the Governor Support Team to seek nominations for parent representation on the Forum.

Mr Rudd also confirmed that Reverend Canon Smith had announced his retirement and that a replacement from the Rochester Diocese would be needed. Reverend Genders agreed to seek a replacement. Mr Rudd confirmed that he would write to Reverend Canon Smith thanking him on the Forum's behalf for his valuable contribution as a Forum Member.

### **32. Draft Local Authority Report to the Schools Adjudicator**

*(Item 5)*

(1) Mr Bagshaw introduced the draft Local Authority to the School Adjudicator and referred to some of the points being made. He invited the Forum Members' views and comments for inclusion in the report.

(2) (i) Mr Bagshaw referred to Section 1 of the report and the item relating to the Fair Access Protocol. He explained that more consistency was needed and that the

original IYFA was clumsy with a clear need now for a co-ordinated approach. He confirmed that he had raised concerns with the Attendance and Behaviour Service as in his view it is time the process is reviewed with a sharing of best practice to support those areas where it is less successful in delivering the required outcomes promptly.

(ii) Mr Luxmoore advised the Forum that the Thanet Secondary Planning Forum strategy used had worked well but the time span in between the meetings was a difficulty. He added that the issue of Looked After Children had caused problems in Thanet and the Thanet Forum had refused to co-operate with the Local Authority over this. Mr Bagshaw agreed that the timing was a very important issue if the Local Authority was to comply with its Statutory Policy and there was clearly a need to keep an eye on this.

(iii) Mr Luxmoore sought further clarification regarding hard to place pupils who may not be Looked After Children. In response Mr Bagshaw confirmed that if the schools cannot place those pupils through the IYFA protocol the Local Authority can direct a school to take the pupil if it does not have grounds to refuse.

(iv) Mr Luxmoore stated that he wanted to see Looked After Children and Hard To Place pupils dealt with in the same way. Mr Cooke agreed that where possible this should be done through the IYFA Protocol but legally there was a difference between the two categories. As an elected Member of the County Council he had parental responsibility for Looked After Children and there was a different timescale. Any decision relating to Looked After Children was ultimately that of the Corporate Parent, i.e. the Local Authority. Mr Bagshaw raised a concern that the difference in timing and law in relation to children in care, meant that there may be reservations from the LAC Advisors in including LAC in the normal IYFA process. He stated that LAC children are afforded a level of priority from the outset, not when they have been out of a school for 30 days and as a result they should not come to panel other than in exceptional circumstances.

(v) other than in exceptional circumstances as these Mr Stanley felt that the issue was more about children being educated than about placement and that in some areas relationships were at breaking point. He emphasised the importance of sharing good practice. Mr Bagshaw agreed that a framework needed to be in place that could challenge those schools that were failing to co-operate.

(vi) Mr Dalton concluded that when the schools who are the key players withdraw from the process the Local Authority should get involved but in most cases these issues are normally best solved between the headteachers themselves.

(3) Mr Bagshaw apologised for an error in the Infant Class Sizes reported figure and confirmed that this would be re-run.

(4) (i) Mr Bagshaw referred to the section on Admission Appeals and noted the issues raised by Mr Karnavas in his email to the Forum in respect of this. The concerns raised at the last KSAF meeting together with feedback from the Presenting Officers had also been noted. Mr Bagshaw advised the Forum that Panel Members were trained each year and everything possible was being done to address the issues raised. Mr Burleton confirmed that the Catholic Dioceses Members were being regularly trained.

(ii) Mr Bagshaw drew attention to parents deliberately misleading the Panels and suggested that this should be considered in future Code revisions.

(iii) Reverend Genders referred to Mr Karnarvas' comments and also to the concerns raised on page 7 about schools weak defences.

(iv) Mr Luxmoore expressed his concerns that some grammar schools were being given pupils who did not meet the requirements. Mr Cooke concurred with this point and added that often there was not the evidence to support such a decision. Mr Luxmoore felt that Panels should be made aware that High Schools were quite capable of delivering the education required. Mrs Young agreed that this should be looked at in training.

(v) The Forum concluded that Mr Bagshaw had captured the views expressed and that the report appropriately reflected these.

(5) (i) Mr Bagshaw referred to the section relating to Children in care and acknowledged his awareness of the difficult situation in Thanet.

(ii) Mr Cooke agreed that there were difficulties arising with other Local Authorities placing children in Kent. He advised the Forum that discussions were taking place with those Local Authorities with a view that children should not be placed more than 25 miles from their home. He confirmed that he did not expect to see Thanet receiving as many children in the future. Mr Cooke also advised that Kent would be helping the London Boroughs to develop strategies and give assistance to place the children within their own boundaries where possible. He reported that at the moment some London Boroughs were placing up to 25% of their children outside the boundaries as a matter of policy not as an emergency measure. Mr Cooke also advised that Kent itself was now trying to spread those in care around the County. He added that of those children in care in Kent schools only half of them were Kent children.

(iii) Mr Bagshaw informed the Forum that the Corporate Parent, which might be one of the London Boroughs, could direct a Kent School to take a child. The school could refer this to the adjudicator within seven days and the adjudicator would confirm the direction if he felt that it was appropriate. Mr Bagshaw added that Kent was also a Corporate Parent that sometimes placed its children outside of the County as well.

(6) (i) Mr Bagshaw commented on the section relating to Children with Special Educational Needs (SEN) and referred to a situation where an Academy had refused to take a child with SEN. The Secretary of State referred this to SENDIST with the issue having dragged on for several months. Mr Bagshaw felt that there should be consistency in timescales.

(ii) Mr Cooke made it very clear that there was no intention on the part of the Local Authority to close SEN units and that there would be a return to the system as in 2003.

(7) Mr Bagshaw commented on Kent's arrangements in dealing with the significant number of service children moving in and out of Kent and had noted the comments in the email by Mr Watt tabled in his absence.

(8) (i) Mr Bagshaw felt that the effectiveness of the co-ordination process in Kent had worked quite well and that there was no real problem. He reported that the only real issue that had arisen related to unforeseen pressures in some areas which had left the Local Authority with no alternative but to seek agreement with some schools to temporarily offer over the Published Admissions Number. Kings Hill Primary School in West Malling was an example of this where it had classrooms not in use and could offer places to pupils.

(ii) Reverend Genders referred to the Kent Test issues. Mr Bagshaw explained the error in timing in one of the tests and how this was dealt with. Mr Bagshaw went on to explain the LA's concerns relating to some grammar schools selecting their intake on score which goes against the principle of local children getting local schools. He confirmed that this had been raised by a number of parents and that he understood it to be the LA's intention to challenge schools through the adjudicators office where there appeared to be significant numbers of pupils from outside of local area displacing local grammar assessed pupils.

(iii) The Forum formally endorsed the action to be taken by the Local Authority in this matter and asked that the LA report reflect the Forum's support.

(9) Mr Bagshaw referred to Section 3 of the report and confirmed that the Local Authority had written to 176 schools requesting that they amend their admissions arrangements. He reported that 28 schools had responded with amended procedures taking on board the Local Authority's comments.

(10) (i) Under Section 4 discussion took place on the Forum Membership. Mr Luxmoore requested clarification about his membership as he was the Head of both a Foundation Grammar School and Secondary High School. Mr Bagshaw confirmed that Mr Luxmoore was there to represent the Foundation Grammar School.

(ii) Mr Luxmoore also queried the number of Diocesan representatives. He was advised by Reverend Genders that the Diocesan authorities were statutory partners with the LA and therefore each diocese needed to be represented (i.e. Canterbury, Rochester and Southwark).

(iii) With regard to the item on the proportion of children currently on free school meals Mr Bagshaw advised the Members that he was running some more checks on this data as there were doubts about its accuracy. Mr Stanley commented that the criteria had changed over the last couple of years and so the figures might be correct.

(11) (i) With regard to 4.9 d) (iii) of the report which related to other matters affecting the fairness of admission arrangements for schools in the area Mr Cooke felt that the Local Authority may have to review how it looks at Admissions in the light of those schools choosing to select on score.

(ii) Mr Bagshaw referred to the issue of the tick box and whether it should be retained in future. For 2011 some of the concerns affecting siblings not getting a place because parents did not tick the box will be removed with siblings being placed

higher in the criteria. Reverend Genders felt that he would like to see some figures on this before giving a view.

(12) (i) Mrs Young reported on the role of the Choice Advisor referred to in Section 5 of the report.

(ii) Mr Bagshaw confirmed how well this had developed in Kent and agreed to produce a report for the next meeting of the Forum regarding this.

(13) Mr Bagshaw confirmed that the Local Authority complied with the requirement that information regarding school transport be made available.

(14) (i) Mr Bagshaw referred to the issue surrounding schools uniforms and advised that whilst schools are aware of these requirements the Local Authority did not have the resources to monitor this.

(ii) Mr Cooke felt that for the most part schools handle this well but that perhaps Members could look at this through their school visits.

(15) (i) Mr Bagshaw confirmed that the final version of the report would be sent to the Forum Members.

(ii) The Forum endorsed the report and gave its formal agreement to the Local Authority issuing a challenge to other Admissions Authorities admission arrangements through the Schools Adjudicator.

### **33. Co-ordinated In Year Admissions**

(1) Mr Bagshaw advised the Members that he would be doing presentations for this to headteachers in a similar manner to the Secondary transfer process. In his view Co-ordinated In Year Admissions will be a time consuming exercise. He had little confidence that it would benefit parents. There were likely to be approximately 15,000 in year admissions which would bring issues relating to staff resources and office accommodation. There had been several meetings held to try to resolve the complexities. Mr Bagshaw confirmed that a framework had been put in place however the question was would it be able to meet the time limits. He advised that two sets of forms had been devised relating to where there were more than five vacancies in the year group or where the school was full in that year group. He advised that parents would be able to complete the form at the school and that the Local Authority can then get offers out. However, if the school is full more extensive information would be required.

(2) Mr Dalton said there were concerns as at the moment headteachers try to work together to prevent unnecessary movement between schools. Mr Bagshaw reported that schools would need to sign the form as well and that the Local Authority was trying to put together a fast track process.

(3) Mrs Young voiced her concern at the process and fully expected it to generate more appeals.

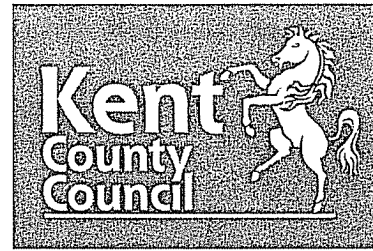
### **34. Dates of Future Meetings**

*(Item 7)*



- (1) It was agreed to look for an October 2010 meeting.
- (2) Mr Rudd agreed to liaise with Mr Bagshaw and Reverend Genders regarding a date.

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Revision V1.0  
Dated: 19 October 2010

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**Kent County Council  
Co-ordinated Scheme for  
Primary Admissions  
Academic Year 2012/13**

**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

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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).
  - There is a duty on the LA to secure agreement on the Admissions Scheme from all admissions authorities including Academies in Kent. If the LA does not secure this agreement it must inform the Secretary of State no later than the 15 April who will then impose a scheme to which all admissions authorities must adhere.
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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)**

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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 2012.

Year R applications are for children born between 1 September 2007 and 31 August 2008.

Year 3 applications are for children born between 1 September 2004 and 31 August 2005.

**The Key Scheme dates are:**

<b>Key Action</b>	<b>Scheme Date</b>
<b>Closing date for Applications (Online and RCAF/JCAFs)</b>	<b>Saturday 14 January 2012</b>
<b>Summary of applicant numbers sent to all Kent primary, infant and junior schools</b>	<b>By Wednesday 8 February 2012</b>
<b>Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria</b>	<b>By Friday 10 February 2012</b>
<b>Completed ranked lists returned to the LA by all Kent primary, infant and junior schools</b>	<b>By Thursday 1 March 2012</b>
<b>LA to match all ranked lists in the admissions database</b>	<b>By Wednesday 7 March 2012</b>
<b>Details of pupils being offered sent to all Kent primary, infant and junior schools</b>	<b>By Friday 23 March 2012</b>
<b>Offer e-mails and letters sent to parents</b>	<b>Friday 30 March 2012</b>
<b>Schools send out welcome letters</b>	<b>Friday 6 April 2012</b>
<b>Places must be accepted or refused and requests to go on a waiting list must be submitted</b>	<b>By Thursday 19 April 2012</b>
<b>The LA re-allocate any places that have become available to those who have asked to go on the waiting lists for each school</b>	<b>After Tuesday 1 May 2012</b>

In addition this scheme:

- (a) 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.
- (b) Confirms that after 1 May 2012, the LA will consider applicants through the normal waiting list / In-Year procedures.

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

1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by using a standard paper form known as the Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF). The LA cannot accept multiple applications for the same child. A parent may 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 any school named on the form, a place will be offered at an alternative school.

- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 9.

5.

The LA will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) The paper RCAF/JCAF are readily available on request from the LA, Kent maintained primary, infant and junior schools and are 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](http://www.kent.gov.uk/ola)) or on a paper RCAF/JCAF are valid applications. Completion of a schools' Supplementary Information Form alone 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 oversubscription 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 oversubscription criteria in its determined arrangements, the definitions 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 naming that school. Where schools use supplementary information forms they must confirm with the parent that they have also made a formal application to the LA on receipt of their completed form.

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to the LA or any Kent Primary School by **14 January 2012**.

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 8 February 2012** – 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 10 February 2012** – 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 1 March 2012** – 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 7 March 2012** - The LA will match this ranked list against the ranked list of the other schools named on the form and:

- (a) Where the child is eligible for a place at only one of the named schools, that school will be offered.
- (b) 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.
- (c) Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at an alternative school.

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 23 March 2012** - The LA will inform schools of the pupils to be offered places at their school.

16.

On offer day, **30 March 2012 (Confirm as 31 is Sat)** – The LA will:

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- (b) send ALL Parents decision letters. The letter will give:

- (a) The name of the school at which a place is offered.
- (b) 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.
- (c) Information about the right of appeal against the decisions to refuse places at other named schools.
- (d) 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 2012**.

17.

**By 19 April 2012** – parents must inform the LA whether they wish to accept or refuse the place offered on offer day. Acceptances/refusals must be made in writing or via e-mail (an e-mail address will be provided in the offer letter). Where possible, the LA will provide a mechanism to allow parents to accept or refuse online.

18.

**After 1 May 2012** – The LA 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' oversubscription criteria.

19.

**Waiting Lists** - Parents may ask for their child's name to be kept on a waiting list should places become available after 1 May 2012. 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 2013.

### **Late Applications**

20.

The closing date for applications in the normal admissions round (as above) is **14 January 2012**. 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 27 January 2012**.

**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 27 January 2012 will not be considered for places on 30 March 2012, but will be included in the re-allocation of places on 1 May 2012 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

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### In-Year Common Application Form.

1.

There is 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 ([kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)).

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. Information and IYCAFs will also be available on the Kent County Council's website to read and print.

The LA will also make use of **Quick Form Applications (QFA)** for schools that meet the necessary requirements. If a school is more than five places under PAN in a required year group and the parent does not wish to apply for multiple preferences, the Headteacher can sign the QFA to bypass the normal application process. The LA will ensure that the application is valid and ensure that the school can admit the child.

QFAs will not be made available to parents. They will be made available to schools only and can be obtained from the LA's Admissions and Transport Office or from the KentTrustWeb website. Schools should not allow parents to take QFAs from the school office and should ensure that they are forwarded to the LA themselves.

The LA holds the right to remove the use of QFAs from a school that is using them improperly, or change the conditions of their use as required.

Parents must be informed that if they use a QFA to apply for a place, all other applications pending will be discarded.

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

2.

The IYCAF and QFA 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).

The QFA must be used as a means of expressing one preference 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) only.

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 any nominated school, a place will be offered at an alternative school.

- (d) explain that the LA will contact schools in preference order until a school place is secured. Once the highest nominated school is allocated, lower preference schools will not be contacted

- (e) specify where it must be returned to.

The QFA will:

- (a) inform the parent that its use limits them to an application for a single preference and is limited to use by schools and academies inside the LA's area. If the parent wishes to express multiple preferences, they will be directed to complete an IYCAF

- (b) inform the parent that use of the form will be considered an acceptance of the offered place.

- (c) inform the parent that any other applications received during the processing of the QFA, including subsequent QFAs, will be discarded.

- (d) allow for the Headteacher of the school to sign by way of confirmation that the necessary places are available. If the LA decides that a QFA has been misused and another pupil has been disadvantaged, the school would be required to admit the additional disadvantaged pupil(s) as required.

5.

The LA will make appropriate arrangements to ensure:

(a) that the IYCAF and QFA is available in paper form on request from the LA and from all maintained primary schools and Academies in the LA area; and

(b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

6.

IYCAFs and QFAs must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly, no later than 5 days from receipt.

---

### 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 must include the proposed form 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. As QFAs would only be used where a school is five places under PAN in a year group, SIFs should not be required, for applications received through this process.

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. 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.

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9.

a)

#### **Children with Statements of Special Educational Need (SSEN) –**

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 ..... "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.

10.

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 and rights to appeal as other applicants.

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## 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 14.

12.

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. Initially, schools will only be contacted if they appear at the top of an applicant's preferences. If that school cannot offer a place, the next school will be contacted until a place can be secured. The LA will ensure that where there are multiple applicants in a year group for a school, all cases will be transferred to ensure there is no disadvantage. All schools will then be sent a report on a weekly basis, highlighting all activity for that school within the previous week. This will include, number of preferences, number offered, number of acceptances or rejections.

13.

Wherever possible, the LA will seek a response from schools during the initial contact. This will help ensure applications can be processed as quickly as possible. Where an admissions authority for a school is not in a position to confirm whether a place is available, they will have 5 school days from receipt of details to 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.

14.

The LA will only contact schools in preference order until a school place is secured. Once the highest nominated school is allocated, lower preference schools will not be contacted. When a positive response has been received from a school, the LA will:

- (a) confirm with the school that an offer will be made
- (b) ensure that the school is informed to not offer this place to a later applicant
- (c) send an offer to the parent within 1 working day

Where the child is not eligible for a place at any of the named schools, the LA will allocate a place to the child at an alternative 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 available ranked preference for which the child is eligible.

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 details of the offer that was sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

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### **Determining Offers in Response to the QFA**

18.

When the LA receives a QFA from the school, the LA will update their roll number data for the school accordingly.

19.

The LA will ensure that the QFA has been used appropriately and in accordance with the rules of usage outlined above.

20.

Where the LA agrees that the QFA has been used correctly, the school can organise an induction for the pupil at the earliest opportunity. No further confirmation will be issued by the LA and the parent will not be contacted by the LA directly.

21.

Where the LA decides that a QFA has been used inappropriately, the offer will remain valid, but the school will be informed of the LA's decision. The LA may be required to place the school over PAN if future applications received identify a child that has applied at the time and may have been disadvantaged, by the forms incorrect use.

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### **Offers for IYCAF**

22.

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:



- (a) the name of the school at which a place is offered;
- (b) the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- (d) information on how to apply for a place on the waiting list for any school named on the IYCAF.
- (e) 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.

23.

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.

24.

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.

25.

Schools will send their welcome letters only after confirmation from the LA that an offer of a place has been made.

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### **Acceptance/Refusal of Places**

26.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to 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.

27.

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

28.

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.

29.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA when vacancies arise so that the LA can make an offer of that place to the appropriate child at the top of the list. 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

30.

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. Parents offered their first preference school will not be invited to appeal for lower preferences but it is their right to do so if they choose to.

31.

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.

32.

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".

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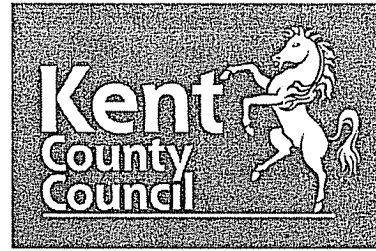
## Section 3 – Glossary of Terms

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





Dated: October 2010

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**Kent County Council  
Co-ordinated Scheme for  
Secondary Admissions  
Academic Year 2012/13**

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

Produced by:  
Admissions and Transport

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## Introduction / Background

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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).
  - There is a duty on the LA to secure agreement from all admissions authorities including academies in Kent. If the LA does not secure agreement from all the admissions authorities and Academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and academies must adhere.
-

## 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 2012.

Year 7 applications are for children born between 1 September 2000 and 31 August 2001.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Wednesday 1 June 2011
Closing date for registration	Friday 1 July 2011
Test date for pupils in Kent primary schools	Tuesday 13 & Wednesday 14 September 2011
Test date for out of county pupils	Saturday 17 September 2011
Assessment decision sent to parents	Monday 17 October 2011
National Closing Date for Secondary Common Application Forms (SCAF)	Monday 31 October 2011
Final closing date for exceptional late applications.	Friday 4 November 2011
First data exchange with neighbouring Authorities	By Friday 2 December 2011
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Friday 9 December 2011
Applicant details sent to schools to apply oversubscription criteria – ranking lists sent	By Tuesday 3 January 2012
Ranked lists returned to LA by all schools	No later than Friday 20 January 2012
Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils	By Tuesday 21 February 2012 ( <i>note – during half term</i> )
National Offer Day: e-mails sent after 4pm and letters sent 1 <sup>st</sup> class post	Thursday 1 March 2012
Schools send out welcome letters	Not before Tuesday 6 March 2012
Date by which places should be accepted or declined	Tuesday 22 March 2012
LA re-allocate places that have become available from the schools' waiting lists. Note- In year applications received during these periods will be included in the reallocations.	Monday 2 April 2012 Friday 4 May 2012 Friday 8 June 2012 Friday 6 July 2012



In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) Confirms that after 2 April 2012, the LA will consider applicants through the normal waiting list / In-Year procedures.

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

1.

For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place either online at [www.kent.gov.uk/ola](http://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](http://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:

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

(d) specify the closing date for applications and where paper SCAFs must be returned to.

5.

The LA will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) That the paper SCAF is readily available on request from the LA, from all Kent maintained secondary schools and is also available on the Kent County Council website to print, complete and return.
- (c) 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 2011**. This is a National Closing Date set by DCSF (now DfE), which falls at the end of Kent's half term. Due to holidays, some parents will not have been able to discuss with primary school headteachers suitable schools before this date, consequently to support parents applications will be accepted by the LA as 'on time' as long as they are received **no later than 4 November 2011**.

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 by parents of children attending their school. This is an important safeguarding measure schools are encouraged to support.

### **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. Where schools use supplementary information forms they must confirm with the parent that they have also made a formal application to the LA on receipt of their completed form.

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 to clearly 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
Higsted 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 'Procedure for Entry to Secondary Education' (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 2011**. 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 **1 July 2011**.

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 **13 and 14 September 2011**

for out-County pupils on **17 September 2011** (practice test 10 September 2011)

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 2012.

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 2 April 2012.

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 2012:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) 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 9 December 2011.)

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 2 April 2012. 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 2012".

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 1<sup>st</sup> class post on **17 October 2011**, to arrive on 18 October 2011. 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 17 October 2011.

*\* 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 2011** 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 4 November 2011**

There is no right of appeal against the assessment decision, but after 1 March 2012 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 9 December 2011**

17.

The closing date for applications in the normal admissions round is **31 October 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before 9 December 2011 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 9 December 2011, where it is confirmed by the appropriate authority that the family will be resident in Kent by 1 September 2012. 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 9 December 2011 but before 2 April 2012**

19.

The LA will hold these late applications until they are processed on 2 April 2012. Applications made after 2 April 2012 will be processed in accordance with the LA's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2012'. 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 SCAFs 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 9 December 2011** the LA will:

- (a) notify all schools of the number of applications received for their school;
- (b) 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;
- (c) send parent and pupil details to those schools requesting such details to match against supplementary forms;
- (d) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the LA area.

23.

**By 3 January 2012** 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 20 January 2012** 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 16 February 2012** the LA will match this ranked list against the ranked lists of the other schools named and:

- (a) 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;
- (b) 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;
- (c) 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 21 February 2012** 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 2012**

29.

**On 1 March 2012** the LA will

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- (b) Send ALL parents decision letters. The letter will give:
  - (i) the name of the school at which a place is offered;
  - (ii) the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
  - (iii) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - (iv) 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;*

- (v) 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 2012.

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 2012**.

32.

Secondary schools and Academies will send their welcome letters **no earlier than Tuesday 6 March 2012**.

### **Acceptance/Refusal of Places - 22 March 2012**

33.

On 22 March 2012 the LA will check to see whether a response from each pupil who was offered a place on 1 March 2012 has been received. Acceptances/refusals must be made in writing or via e-mail (an e-mail address will be provided in the offer letter). Where possible, the LA will provide a mechanism to allow parents to accept online. If a response has not been received by 22 March 2012, 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 2 April 2012 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 2012 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 2 April 2012 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 2012. 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. Parents offered their first preference school will not be invited to appeal for a place at a lower preference school although it will be their right to do so if they wish.

38.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after 2 April 2012 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 2 April 2012 for Year 7 places**

39.

New applicants for Year 7 places who apply after 2 April 2012 and before 1 September 2012 must apply to the LA by completing the paper In Year Common Application Form (IYCAF). 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

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### In-Year Common Application Form.

1.

There is 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 ([kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)).

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. Information and IYCAFs will also be available on the Kent County Council's website to read and print.

The LA will also make use of **Quick Form Applications (QFA)** for schools that meet the necessary requirements. If a school is more than five places under PAN in a required year group and the parent does not wish to apply for multiple preferences, the Headteacher can sign the QFA to bypass the normal application process. The LA will ensure that the application is valid and ensure that the school can admit the child.

QFAs will not be made available to parents. They will be made available to schools only and can be obtained from the LA's Admissions and Transport Office or from the KentTrustWeb website. Schools should not allow parents to take QFAs from the school office and should ensure that they are forwarded to the LA themselves.

The LA holds the right to remove the use of QFAs from a school that is using them improperly, or change the conditions of their use as required.

Parents must be informed that if they use a QFA to apply for a place, all other applications pending will be discarded.

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

2.

The IYCAF and QFA 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)

The QFA must be used as a means of expressing one preference 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) only.

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) explain that the LA will contact schools in preference order until a school place is secured. Once the highest nominated school is allocated, lower preference schools will not be contacted

- (e) specify where it must be returned to.

The QFA will:

- (a) inform the parent that its use limits them to an application for a single preference and is limited to use by schools and academies inside the LA's area. If the parent wishes to express multiple preferences, they will be directed to complete an IYCAF.

- (b) inform the parent that use of the form will be considered an acceptance of the offered place.

- (c) inform the parent that any other applications received during the processing of the QFA, including subsequent QFAs, will be discarded.

- (d) allow for the Headteacher of the school to sign by way of confirmation that the necessary places are available. If the LA decides that a QFA has been misused and another pupil has been disadvantaged, the school would be required to admit the additional disadvantaged pupil(s) as required.

5.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF and QFA is available in paper form on request from the LA and

from all maintained secondary schools and Academies in the LA area; and

(b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

6.

IYCAFs and QFAs must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly, and no later than 5 school days from receipt.

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### **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 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. As QFAs would only be used where a school is five places under PAN in a year group, SIFs should not be required for applications received through this process.

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. Applications will be held as pending until results of these tests are received.

10.

a)

**Children with Statements of Special Educational Need (SSEN) –**

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 "quarterming 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 and rights to appeal as other applicants.

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### **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 15.

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. . Initially, schools will only be contacted if they appear at the top of an applicant's preferences. If that school cannot offer a place, the next school will be contacted until a place can be secured. The LA will ensure that where there are multiple applicants in a year group for a school, all cases will be transferred to ensure there is no disadvantage. All schools will then be sent a report on a weekly basis, highlighting all activity for that school within the previous week. This will include, number of preferences, number offered, number of acceptances/refusals.

14.

Wherever possible, the LA will seek a response from schools during the initial contact. This will help ensure applications can be processed as quickly as possible. Where an admissions authority for a school is not in a position to confirm whether a place is available, they will have 5 school days from receipt of details to 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.

The LA will only contact schools in preference order until a school place is secured. Once the highest nominated school is allocated, lower preference schools will not be contacted. When a positive response has been received from a school, the LA will:

- (a) confirm with the school that an offer will be made
- (b) ensure that the school is informed to not offer this place to a later applicant
- (c) send an offer to the parent within 1 working day

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

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 details of the offer that was sent to the parents and will inform other LAs of places that can be offered to their residents in its schools.

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### **Determining Offers in Response to the QFA**

19.

When the LA receives a QFA from the school, the LA will update their roll number data for the school accordingly.

20.

The LA will ensure that the QFA has been used appropriately and in accordance with the rules of usage outlined above.

21.

Where the LA agrees that the QFA has been used correctly, the school can organise an induction for the pupil at the earliest opportunity. No further confirmation will be issued by the LA and the parent will not be contacted by the LA directly.

22.

Where the LA decides that a QFA has been used inappropriately, the offer will remain valid, but the school will be informed of the LA's decision. The LA may be required to

place the school over PAN if future applications received identify a child who had applied at that time may have been disadvantaged.

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### **Offers for IYCAF**

23.

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:

- (a) the name of the school at which a place is offered;
- (b) the reasons why the child is not being offered a place at each of the other schools nominated on the IYCAF;
- (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools; except where children have been allocated their highest preference school.
- (d) information on how to apply for a place on the waiting list for any school named on the IYCAF other than where parents have been allocated their highest preference school. (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);
- (e) 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.

24.

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

25.

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.

26.

Schools will send their welcome letters only after confirmation from the LA that an offer of a place has been made.

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### **Acceptance/Refusal of Places**



27.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to 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.

28.

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

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## **Waiting Lists**

29.

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.*)

30.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. Schools will advise the LA when vacancies arise so that the LA can make an offer of that place to the appropriate child at the top of the waiting list. 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).

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## **Appeals**

31.

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. Parents offered their first/highest preference school will not be invited to appeal for lower preferences although it is their statutory right to do so if they wish.

32.

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.)*

33.

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

<b>Term</b>	<b>Definition</b>
<b>The LA</b>	means Kent County Council acting in its capacity as local authority
<b>The LA area</b>	means the area in respect of which the LA is the local authority
<b>Primary education</b>	has the same meaning as in section 2(1) of the Education Act 1996
<b>Secondary education</b>	has the same meaning as in section 2(2) of the Education Act 1996
<b>Primary school</b>	has the same meaning as in section 5(1) of the Education Act 1996
<b>Secondary school</b>	has the same meaning as in section 5(2) of the Education Act 1996
<b>School</b>	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
<b>Foundation schools</b>	means such of the schools as are foundation schools
<b>VA schools</b>	means such of the schools as are voluntary-aided schools
<b>Academies</b>	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)
<b>Admission authority</b>	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
<b>The specified year</b>	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
<b>Admission arrangements</b>	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
<b>Casual admission</b>	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.
<b>Eligible for a place</b>	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.
<b>SCAF</b>	refers to the Secondary Common Application Form, completed online or on paper
<b>Head teacher assessment</b>	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
<b>The Kent grammar school tests</b>	tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools
<b>The Kent Procedure for Entrance to Secondary Education (PESE)</b>	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 2012, 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.



To: Kent Admission Forum  
From: Scott Bagshaw  
Subject: Appeals by Parents against non-admission to schools  
2008/09 statistics released by DfE

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## **Background**

Each year the DfE releases statistics on the number of appeals heard and upheld in England and Wales. The statistics for 2008/09 were released in June 2010. An analysis of the decisions and a comparison of statistics for Kent schools and other local authorities is attached.

### **Secondary school appeals**

In 2008/09 appeal panels in England and Wales heard 37,830 appeals of which 33.3% were upheld. Kent's figures were slightly higher than this at 39%. Kent panels hear by far the largest number of appeals, in 2008/09 they heard 2463 appeals, 38% of all appeals heard in the southeast. The next highest number was in Birmingham where 1,716 appeals were heard.

If you look at neighbouring authority appeals the % upheld varied from 9.9% to 52.7%. Comparing Kent with those authorities that have five or more grammar schools the % upheld in Kent is low with Buckinghamshire showing 55% of appeals upheld.

An analysis of the appeals heard for places in Yr 7 in September 2010 shows that the % of appeals upheld in Kent increased slightly to 40.7%. The % by schools status shows quite wide variations with grammar school appeals dropping to 35.4% and appeals for all other schools increasing to 50.6%.

### **Primary school appeals**

In 2008/09 appeal panels in England and Wales heard 25,890 appeals of which 25% were upheld. Kent's figures were similar to this at 25.3%. Kent panels heard 803 appeals whilst a large number, most were heard by panels in Bradford who heard 1,263 appeals. If you look at neighbouring authority appeals the % upheld varied from 7.7% to 35.2%.

The number of Infant class size appeals which were upheld in 2008/09 was high in Kent at 16% only west Sussex were higher at 19.5%

An analysis of the appeals heard by panels, clerked by legal and democratic services, for admission to primary schools up to 22 July 2010 shows that the % of appeals upheld, dropped to 12.2% and infant class size appeals to 5.7%

## Appeals by Parents against non-admission to schools 2008/09 Statistics released by DfE in June 2010

### All Secondary Schools - England and Wales

	Total appeals heard	% decided in parents favour
Community and VC Schools	20,900	36.6%
Voluntary Aided	7,830	27.2%
Foundation	9,100	21.0%
Total	37,830	33.3%

### Kent Statistics and neighbouring authorities

	Number of school admissions	Number of Grammar schools	Appeals heard	% upheld
Bexley	3652	4	156	44.9%
Bromley	4597	2	313	9.9%
Essex	17136	4	785	29.3%
East Sussex	5892		296	30.4%
Hampshire	14957		283	52.7%
Kent	18530	33	2463	39%
Medway	3928	6	188	47.9%
Surrey	11779		540	37%
West Sussex	9610		402	22.4%

### Kent statistics and other LAs with more than 5 grammar schools

LAs with 5+ Grammar schools	Number of school admissions	Number Grammar Schools	Appeals Heard	% Upheld
Bucks	6653	13	282	55%
Kent	18530	33	2463	39%
Medway	3928	6	188	47.9%
Gloucestershire	7986	7	377	38.7%

### Kent Statistics- 2010 In round appeals

	heard	upheld	
Academies	91	20	21.9%
Foundation and VA	1255	533	42.5 %
Community	561	223	39.7%
Appeals	1907	776	40.7%

	heard	upheld	
Grammar School Appeals	1249	443	35.4%
All other School Appeals	658	333	50.6%
	1907	776	40.7%

## All Primary Schools – England and Wales

	Total Appeals heard	% upheld	Of which are Infant Class size Appeals	% upheld
Community and VC Schools	21,980	23.9%	14,390	14.7%
Voluntary Aided	3,540	32.1%	1860	23.6%
Foundation	370	22.2%	160	21.5%
Total	25,890	25%	16,410	15.8%

## Kent statistics and neighbouring authorities

	Number of school admissions	Total Appeals heard	% upheld	Of which are Infant Class size Appeals	% upheld
Bexley	3806	54	35.2%	32	15.6%
Bromley	5068	25	Not given	20	Not given
Essex	22508	556	20.7%	330	8.5%
East Sussex	7121	142	7.7%	112	Not given
Hampshire	24075	368	25.8%	204	8.8%
Kent	22307	803	25.3%	632	16%
Medway	5184	54	35.2%	0	0
Surrey	19564	370	13.8%	238	4.2%
West Sussex	14134	688	22.4	281	19.5%

## Kent Statistics 2010

### Appeals clerked by Legal and Democratic Services - in round to 22 July 2010

Total Appeals heard	Upheld	% upheld	Of which are Infant Class size Appeals	Upheld	% upheld
599	73	12.2%	505	29	5.7%





# Kent Test overview

(As of Monday 18 October)

**How many registered for the Kent Test?**

Total registered for admission in September 2010	Number registered for admission in September 2011
11,987	11,542

**How many sat the Kent Test?**

Total number who sat the Kent Test to start in 2010 academic year	Number who sat the Kent Test to start in 2011 academic year
11,255	10,947

**How many were assessed for grammar school?**

Admission for September 2010	Admission for September 2011
5,113 (4,120 Kent / 993 out of county)	5,295 (4,139 Kent / 1,156 out of county)

**How many grammar school places are there for September 2011?**

4,475.

**When will families find out the assessment decision?**

Families who registered online and provided an email address will receive an email after 4pm on Monday 18 October. Those who registered online but with no valid email address can also log on and view the outcome if they have their log in and password. 10,947 letters will be sent to all families by first class post on Monday 18 October to arrive from Tuesday 19 October.

**What is the closing date to apply for a secondary school place?**

The national closing date for secondary applications is Sunday 31 October 2010. However, Kent County Council will accept applications as 'on time' up until Friday 5 November 2010 as the closing date falls at the end of half term and some families may be on holiday.

**If a child passed the Kent test, will they automatically be offered a grammar school?**

No, because many grammar schools are their own admissions authority. KCC cannot guarantee that a grammar assessed child will be offered a grammar school. Parents will need to look at the oversubscription criteria of individual schools to identify the likelihood of securing a place.

It is extremely important that parents name their schools in genuine order of preference. KCC must offer the highest available preference on offer day so make sure the school you want most is listed highest. Parents also have the right of appeal.

**When will families find out which school they have been allocated?**

Tuesday 1 March 2011.

**What number can parents call for further advice?**

They can call the secondary admissions team on 01622 696565.

Independent advice is also available from Choice Advisors on 01622 694073 or 694065 between 9am and 4pm up until Friday 5 November.



To Kent Admission Forum  
From: Scott Bagshaw  
Subject: A report on Choice Advice delivery in Kent

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## **Background**

1. School admission arrangements can appear complex, (particularly in Kent), and children must not be disadvantaged because their parents have difficulty in accessing the admission process. Section 86(1A) of the SSFA places a duty on local authorities to provide advice and assistance to parents when they are deciding which schools to apply for. However, some of the parents most in need of support may be reluctant or unable to access help from traditional sources. Such parents require more intensive support from professionals who act independently from the local authority.

2. Choice Advice enables those parents who find it hardest to navigate the secondary admissions system to make informed and realistic decisions about which schools to apply for in the best interests of their child. Local authorities have the flexibility in deciding how best to deliver their Choice Advice service but they must provide an independent service that is focused on supporting the families who most need support. Local authorities may also provide choice advice at the primary school admission stage.

3. The Choice Advice service was funded through Standards Fund Grant initially and through Area Based Grant subsequently. Kent is one of very few local authorities who have provided a Choice Advice service from its inception in September 2006

## **How has Kent developed the service**

1. Kent has three Choice Advisers who work at key points in the transfer process; they are retired local authority officers with experience in admissions. They man a telephone help-line during the September to October 'choosing period' and following the offer of places on 1 March. They also attend drop-in sessions and meetings at primary schools and gave advice via e-mail.

2. In December 2007 the local authority sought the views of all schools on how best to develop the service. The returns to the questionnaire suggested that the key point of contact should be through schools working with individual families already known to Family Liaison Officers (FLO's) and Parent Support Advisors (PSA's). Kent has approximately 250 FLO's and PSA's who already work with families on a day-to-day basis and are a point of contact that is known and trusted by parents.

3. To ensure FLO's and PSA's are able to give informed advice to parents Choice Advisers hold regular training sessions together with induction training for new staff and attend FLO/PSA network meetings and the annual conference. They also provide back office support to ensure all FLOs and PSAs have an experienced point of contact at all times during the transfer process.

4. The Choice Advice service has also developed literature to publicise the service that is sent to all primary schools together with a step by step guide to applying for a secondary school place. This easy to read guide was developed for FLO's and PSA's to use when speaking to parents about making realistic choices for their child's secondary school.

5. Choice Advisers keep in contact with colleagues in other local authorities attending regional choice advice meetings and by attending national conferences that are held twice a year. The work of the service is reported to the DfE who require that all contacts made are recorded on a national database.

### **Parental Contact**

The use of the service by parents has grown since its start in 2006 and the involvement of FLO's and PSA's has shown a dramatic increase in the number of parental contacts.

<b>Academic Year</b>	<b>Secondary transfer parent contacts</b>
2006/2007	723
2007/2008	929
2008/2009	2658
2009/10	3342

Scott Bagshaw  
Head of Admissions and Transport