



AGENDA

Kent County Council

KENT SCHOOLS ADMISSIONS FORUM

**Thursday, 10th November, 2011, at 1.30 pm
Billiard Room, Oakwood House**

1. Apologies/Substitutes
2. Minutes of Meeting held on 14 July 2011 (Pages 1 - 6)
3. Matters Arising
4. Update on Admissions Schemes and oversubscription criteria for Community and VC Schools (Pages 7 - 66)
5. Update on Proposed changes to the School Admissions and Appeals Codes (Pages 67 - 74)
6. Any Other Business

Geoff Rudd
Clerk to the Forum
(01622) 694358

Wednesday, 2 November 2011

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

KENT SCHOOLS ADMISSIONS FORUM

MINUTES of a meeting of the Kent Schools Admissions Forum held in the Seminar Lecture Theatre, Sessions House, County Hall Maidstone on Tuesday, 12 July 2011.

PRESENT: The Reverend N Genders (Chairman), Mr G Cooke (Vice-Chairman), Ms R Chinnadurai, Mr P Dalton, Mrs S V Hohler, Mrs E Watson, Mrs J Young and Mr K Burleton

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

APOLOGIES: Mr G Chisnell, Mr F Green, Col J Gunnell, Mr J Stanley, Mr J Watt and Mr G Wetherell

UNRESTRICTED ITEMS

1. Minutes of the meeting held on 20 October 2010
(Item 2)

RESOLVED that the Minutes of the meeting held on 20 October 2010 are correctly recorded and that they be signed by the Chairman.

2. Matters Arising
(Item 3)

(1) Mrs Hohler referred to paragraph 36(1) which should have been included as an agenda item for the meeting.

(2) Mr Rudd apologised for the omission and confirmed that this item would be added to the agenda for the next meeting of the Forum.

3. Local Authority Report to the Adjudicator (includes numbers of Fair Access Placements)
(Item 4)

(1) Mr Bagshaw introduced the Local Authority Report to the School Adjudicator and referred to some of the points being made. He invited the Members' views and comments.

(2) Mr Bagshaw also advised the Members that proposed changes to the Admissions Code would remove the requirement for the Local Authority to issue a report to the Adjudicator.

(3) Mr Bagshaw referred to the Fair Access Protocol and reported that there did not seem to be disproportionate placements so the protocol would appear to be working quite well.

(4) The Forum noted the contents of the report

4. Update on Admissions Schemes/Issues with reallocation and Appeals
(Item 5)

(1) Mr Bagshaw tabled a report and advised the Members that he proposed to change the determined scheme for the secondary school admissions reallocation process. He reported that the intention would be for the Local Authority to carry out the first round of allocations and then delegate the authority to schools to carry out the reallocation of further places. The schools would send a copy of the offers to the Local Authority to comply with the legal requirements of the Admissions Code.

(2) Mr Masters suggested that a standard letter be sent to all secondary schools from Mr Bagshaw's School Admissions Team. Mr Bagshaw agreed to this proposal.

(3) Mr Bagshaw also advised the Members that he was hoping to have the same arrangements in place for the primary school admissions scheme reallocation process. He reported that primary school headteachers had experienced a lot of problems with being unable to reallocate the places.

(4) Mr Bagshaw confirmed that he thought that it was likely that he would be able to implement these changes but that he did need to be aware of the requirements of the Admissions Code.

(5) The Forum noted the contents of the report.

5. Briefing on Proposed changes to the School Admissions and Appeals Codes
(Item 6)

(1) Mr Bagshaw referred to the Consultation Response Form on changes to the Codes. He commented that whilst the new proposed codes might seem straight forward they were brief and lacked detail and were open to misrepresentation. The footnotes made reference to the Statutory Regulations

(2) Reverend Genders enquired whether the Forum should also be responding. Mr Bagshaw confirmed that there were no restrictions on who could respond but that any response would need to be done by the closing date of 19 August 2011.

(3) Mr Bagshaw commented that the new codes were more school focused than parent focused. An example being the proposal that popular schools should be allowed to expand. He expressed the view that whilst it might be appropriate at times to do this he did have concerns about future base planning with other schools at risk of closure.

(4) Reverend Genders agreed that the market forces approach in the code would be a disaster for planning and providing quality education access across the County. He strongly refuted the proposal. Mr Dalton agreed and felt that the current arrangements tended to mean there would be at least one community school in the area. Mr Burleton made the point that expanding popular schools was not always a good idea. He felt that they could become too big and then less popular. Mr Cooke had some sympathy with the view that parents should have the opportunity to have

the best education they can and expressed the view that PANs were being ignored through the appeals process so why not regulate it and allow expansion. However he agreed there needed to be a balance in this proposal

(5) Mr Bagshaw advised the Forum that regulations regarding the duty to coordinate In Year admissions had been relaxed. Although some beneficial safeguards had come out of the process it had proved to be very difficult to administer. Mr Dalton agreed that there had been some benefits from this whilst Reverend Genders and Mrs Watson felt that a middle way was needed with some of the coordination back with the schools.

(6) Discussion took place in respect of the proposal to allow schools to give priority to applications for children of staff in their over subscription criteria. Mr Bagshaw had refuted this idea as being wholly unfair. Reverend Genders accepted that from the schools point of view it might be a good idea for them but that there were other categories of employment who might have as much of a claim to receive priority. Mrs Watson did not think that it was important to schools and that staff should not be coming just to get their children into the school they work at. Mr Cooke shared Mr Bagshaw's views whereas Mrs Hohler could see some benefit in the proposal. Mrs Chinnadurai was not keen as it would not be popular with parents and could be seen as a lack of transparency

(7) Mr Dalton referred to the paragraph relating to the expansion of grammar schools and felt that a small rise of 1-2% would be acceptable but if significantly different this could have a big impact elsewhere which could harm those schools and their future. Mr Cooke again accepted that there needed to be a balance but Kent supported selective education. Reverend Genders referred to the top 25% entering grammar schools not 26% or 27% and felt that doing so turned the grammar schools into no more than comprehensive schools. Mr Dalton agreed that if it was not the quartile then the expansion of grammar schools was detrimental. Mr Cooke confirmed that he was not looking at increasing the 25% but that if the grammar schools expand they should be able to do so proportionate to the cohort. Mr Masters advised that coordination on any expansion was vital to safeguard the future of schools. He agreed with the concerns previously expressed that part of the difficulty arose when appeal panels put non selective pupils into grammar schools. Mrs Chinnadurai was concerned that a two tier system would arise even in primary education. She felt that some parents were able to "flex their muscles" often to the detriment of other parents. In her view market forces in education was not the answer to the increase in quality of teaching and learning.

(8) Mr Masters referred to the question relating to the deadline date for objections to the Schools Adjudicator being moved from the 30 July to the 30 June. He agreed with Mr Bagshaw's support for this proposal.

(9) Reverend Genders sought Mr Bagshaw's view on how other Local Authorities were responding to the questionnaire. Mr Bagshaw was aware that a few more Local Authorities were less keen on the In Year Admissions procedure than before. He felt that there was still a lot of discussion taking place on the proposals and that other Local Authorities seemed to have similar issues to those that he had raised. Reverend Genders felt that the proposals were more suited to London Authorities.

(10) Mr Willis referred to the new timetable for lodging and hearing appeals. He expressed his concern that moving the timetable to later dates made transition

harder and that parents needed to know sooner what schools their children were going to.

(11) Reverend Genders asked what view the politicians were taking in the County and whether the MPs were aware of the implications of the proposed changes. Mrs Hohler confirmed that County Councillors were working towards the approach of using the Kent MPs on other issues and could do the same with this. Mr Bagshaw advised the Forum that he sat on the working group with senior members of the DFES and that they did take notice of the comments that Kent put forward.

6. General discussion about Schemes of Education in light of the changing education

(Item 7)

(1) Mr Bagshaw advised the Forum that the Schemes of Education within Kent came about following the introduction of comprehensive schools in the 1960s/1970s. However Kent had also retained its grammar schools. He referred to the broader landscape and the fact that 73% of the grammar schools make no reference to Schemes of Education in their admissions criteria. He also advised that none of the comprehensive schools refer to Schemes of Education in their admissions criteria. The Forum was also advised that only 3 of the Foundation Schools make reference to them.

(2) Mr Bagshaw sought the Forum's view on whether the Schemes of Education should remain.

(3) Mrs Hohler commented that the County Council's home to school transport policy was also complicated by the existence of Schemes of Education.

(4) Mrs Hohler advised the Members that in the 1960s schools in the various areas eg Romney Marsh were asked whether they wanted to become comprehensive schools. Mrs Hohler added that she would like to consult on this issue again to get a level playing field. Mrs Hohler also advised the Members that the County Council has decided to take out the provision of free home to school transport to grammar schools just because the child is suitable for a place at a grammar school.

(5) Reverend Genders also referred to the change in education with the impact of academies and free schools. He felt that Schemes of Education should no longer have a place in the Local Authority's admission arrangements.

(6) Mr Bagshaw explained that the Local Authority would need to consult by the end of the year and therefore September 2013 would be the earliest that reference to the Schemes of Education could be removed from oversubscription criteria. He also advised that it would be necessary to look more closely at areas where this would have an impact on the provision of education in parts of the County, eg west Kent, where schools take children from outside of the County. He was concerned that changes could have an affect on the pattern of how places are offered. However he agreed that with the impact of academies this would be the right time to look at the issues created by the Schemes of Education.

(7) Reverend Genders sought the Forum's views on what it wanted to do about making reference to Schemes of Education in the community schools admissions arrangements.

(8) The Forum was unanimous in its view that reference to the Schemes of Education should be removed from Community and Voluntary controlled schools oversubscription criteria.

(9) Mrs Hohler advised the Forum that this would need to be consulted on and then taken to Cabinet for a decision. The Forum supported this action and encouraged the Local Authority to begin this process as soon as possible. Mr Bagshaw noted the Forum's support.

7. Future of the Admissions Forum

(Item 8)

(1) Reverend Genders referred to the Education Bill and advised the Members that there was no obligation to have a Forum and that the increase in the new style academies had made it harder to meet the categories specified in the Admissions Code. He added that morally he believed there was good reason for the Forum to continue.

(2) Mr Bagshaw supported this view and felt that the Forum was a useful and appropriate place to bring views for consideration.

(3) Mrs Hohler also felt that it had a useful role to play but that meetings should only be held when there were relevant items to be discussed.

(4) Mr Burleton reported that he found the Forum a useful way of accessing Mr Bagshaw's views on admission issues

(5) Reverend Genders agreed with this point and confirmed that the Diocese found it useful to hear the views of other admissions authorities and schools.

(6) Mr Dalton also supported the retention of the Forum as a counter balance for free market moves.

(7) Reverend Genders acknowledged that the Forum did not have any power but that it at least gave the opportunity to air a variety of views.

(8) Mr Bagshaw advised the Members that the Admissions Code maintained a Local Authority policing role and therefore the Forum would be good at defining what is reasonable in this instance.

(9) The Members were unanimous in their view that the Kent Schools Admissions Forum should continue.

8. Any Other Business
(Item 9)

Independent Appeal Panels

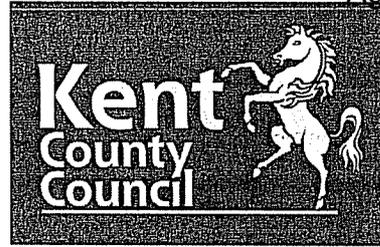
(1) Mrs Young updated the Forum on the successful use of the grouped appeal stage in respect of three grammar schools, one from each area in Kent.

(2) The Forum noted Mrs Young's comments.

9. Date of next meeting
(Item)

(1) Reverend Genders, Mr Bagshaw and Mr Rudd to liaise regarding the date of the next meeting. Mr Bagshaw advised that there would need to be a meeting in October 2011.

(2) Reverend Genders advised Members that if they had any issues they wanted raising at the Forum meeting they should liaise with himself, Mr Bagshaw or Mr Rudd to enable a meeting to be convened.



Revision V1.0
Dated: 26 October 2011

Kent County Council
Proposed Co-ordinated Scheme for
Primary Admissions
Academic Year 2013/14

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

Produced by:
Admissions and Transport

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Introduction / Background

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

- Co-ordinated admission 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).
 - There is a duty on the LA to secure agreement on the Admissions Scheme from all admission 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 admission authorities must adhere.
 - This consultation will be open from 9.00 am on Tuesday 15 November 2011 until Friday 13 January 2012. Every Kent School and Academy is required to agree to the admissions scheme and adhere to it. **The LA will regard a non response as full acceptance to the proposed scheme.** Unless the LA receives a formal response to the contrary, Kent County Council will report full agreement to the scheme to the Secretary of State after the close of the consultation period.
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Section 1 –

Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3)

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2013.

Year R applications are for children born between 1 September 2008 and 31 August 2009.

Year 3 applications are for children born between 1 September 2005 and 31 August 2006.

The Key Scheme dates are:

Key Action	Scheme Date
Application Closing date (Online and RCAF/JCAF)	Tuesday 15 January 2013
Summary of applicant numbers sent to all Kent primary, infant and junior schools	By Friday 8 February 2013
Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria	By Tuesday 12 February 2013
Completed ranked lists returned to the LA by all Kent primary, infant and junior schools	By Friday 1 March 2013
LA to match all ranked lists in the admissions database	By Thursday 7 March 2013
Details of pupils being offered sent to all Kent primary, infant and junior schools	Wednesday 27 March 2013
Offer Day: Offer e-mails sent after 4pm and letters sent 1 st class post (see paragraph 16)	Friday 5 April 2013 (During School Holiday)
Deadline for late applications and waiting list requests to be included in the LA reallocation stage. Also date by which places should be accepted or declined to schools	By Friday 3 May 2013
Schools send out welcome letters no later than	Friday 3 May 2013
LA will send schools reallocation waiting lists to rank	Wednesday 8 May 2013
Schools to send their ranked waiting list and acceptance and refusals to the LA	Tuesday 14 May 2013
LA reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists for the remainder of the reallocation process and are free to make offers provided these are copied at the same time to the LA.	Wednesday 29 May 2013 (During School Holiday)

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 on **29 May 2013** the LA will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. After **29 May 2013**, the LA will consider late applicants through the process described in paragraph 27. Schools will maintain waiting lists for the remainder of the reallocation process and will fill vacancies as they arise to children on their waiting lists. Schools must notify the LA of any offers that are made.

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 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 resident in Kent as a means of expressing between 1 and 3 preferences for their child to be admitted to a school within the LA area and schools in other LA areas (including Voluntary Aided (VA) and Foundation schools and Academies). The LA will coordinate the preference information with other LA's.

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 RCAFs/JCAFs 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) 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 or Academy 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 (where supplied) 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. The parent must also complete 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 on receipt of their completed form that they have also made a formal application to the LA.

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to the LA or any Kent Primary School by **15 January 2013**.

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 2013 – 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 12 February 2013 – 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 2013 – All Kent primary, infant and junior schools, including academies, **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 2013 - 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 the home LA.

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 27 March 2013 - The LA will inform schools of the pupils to be offered places at their school.

16.

On offer day, **5 April 2013** – 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.

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

(b) send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference. 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 later than 3 May 2013**.

17.

By 3 May 2013 – parents must inform the school whether they wish to accept or refuse the place offered on offer day. Acceptances/refusals must be made in writing or via e-mail. Where possible, the LA will provide a mechanism to allow parents to accept or refuse online. This is also the deadline for parents to request to join waiting lists for schools on their original RCAF/JCAF and for late applications to be included in the LA reallocation stage on **29 May 2013**.

18.

By 8 May 2013 – The LA will advise all Kent primary, infant and junior schools, including academies, of the full details of all waiting list request and late applications for their schools to enable them to apply their over-subscription criteria. Priority ranking should not be given for waiting list requests. Only children who appear on the LA list can be considered for places on the LA reallocation day.

19.

By 14 May 2013 – The schools must return their ranked waiting lists to the LA. Schools should also return all acceptance and refusal information collected to ensure the LA can calculate places available for the LA reallocation day.

20.

On 29 May 2013 – The LA will re-allocate any places that have become available since offer day using the same process described in paragraph 14. Applicants will sent a letter by 1st Class that day, informing them of offers. Schools will be sent a list of all new offers and the remainder of their waiting lists.

21.

After 29 May 2013 – Schools will make offers from their waiting lists for any spaces available. Schools must inform the LA whenever an offer is made so that it the LA can record all activity. 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 SSEN apply. The Authority will maintain a database from March to September 2012, for the purpose of its initial reallocation, recording offers that schools have made by schools after LA reallocation and the processing of any new applications received post **29 May 2013**. To maintain the database, schools must advise the LA when a place is offered. Schools can only offer places to Kent parents who have already made a primary school application through the Entry to Year R/ Junior Transfer scheme. If a place can be offered to a non-Kent child or to a Late Applicant, the school must notify the LA as soon as possible. For the purposes of reallocation, parents that have moved a sufficient distance to require all new preferences should be considered as a late and directed to the LA. Schools are free to offer places to applicants that did not name the school on their original RCAF/JCAF, but have subsequently decided to apply for a school place.

22.

Waiting Lists - Applicants that have joined a school's waiting list before **3 May 2013** deadline will be included in the LA reallocation. After the LA reallocation, remaining waiting lists will be forwarded to schools.

23.

After the **3 May 2013** but before **29 May 2013**, any applicant who has not joined a schools waiting list will be directed to the school to register their desire to join the list, but schools will not be able to make offers to these applicant until after **29 May 2013** when waiting lists are returned to the school. All 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.

24.

After **29 May 2013** applicants are free to join waiting lists for schools that were not on their original RCAF/JCAF. These will be known as extended preferences. Applicants will contact schools they are interested in directly.

Late Applications

25.

The closing date for applications in the normal admissions round (as above) is **15 January 2013**. 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 25 January 2013**.

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

26.

Applications received after **25 January 2013** will not be considered for places on **5 April 2013**, but will be included in the re-allocation of places on **29 May 2013** as defined above.

27.

Late applications received after **3 May 2013** (the deadline for inclusion in any reallocations made on **29 May 2013**) must be made to, and processed by, the LA. These will be considered by the LA after **29 May 2013**, when the LA will contact schools with children's details so that Late Applicants can be ranked in accordance with schools' oversubscription criteria. If a place can be offered, the LA will notify parents. 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. If a place cannot be offered at any of the schools parents have applied for the LA will allocate a place at an alternative school. Late applications made direct to schools must be forwarded to the LA immediately.

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

In-Year Casual Admission Form.

1.
Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

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. Enquiries relating to the process can be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

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 will be used for the purpose of admitting pupils to a school in the year group applied for.

3.
The IYCAF 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);
- (b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies).

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school, with the exception of applications to schools located in another LA, which should be returned to Kent LA. Schools must ensure that the LA is informed of all applications made to them. The LA will provide a mechanism to facilitate this transfer.

4.
The IYCAF will:

- (a) invite the parent to express a school preference including, where relevant, any schools outside the LA's area.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school. If a school is located in another LA, the form should be returned to Kent LA to forward on

(d) explain that the LA will be informed of any application and will monitor any subsequent offers that are made.

(e) direct the parent to contact the LA where they are unable to secure a school place after applying to at least **three** schools.

5.

The LA will make appropriate arrangements to ensure:

(a) that the IYCAF 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 for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt. IYCAFs for schools located in another LA must be returned to Kent LA who will forward them to the relevant LA no later than 5 days from receipt.

7.

Parents resident in another LA who wish to name a Kent school as a preference must apply to their LA following their defined process. The parent's LA will forward all relevant information to Kent, who will in turn pass this information to schools. Schools will inform Kent if an offer can be made, which Kent will forward to the home LA, who in turn, will liaise with their parent.

Supplementary Information Forms (SIFs)

8.

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. SIFs will be available directly from schools or, where supplied, from the LA's website www.kent.gov.uk/primaryadmissions

9.

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 ensure that the 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. 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.

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 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.

11.

Children who are not successful in gaining any place and that have applied for at least **three** schools can contact the LA and will be allocated an available place at an alternative school. These applicants will have the same access to a waiting list and rights to appeal as other applicants.

Offers for IYCAF

12.

The school will notify applicants resident in the LA area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places;
- (d) information on how to apply for a place on the waiting list.
- (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.

13.

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. The LA will notify the home authority of the determination so that the home authority can make an offer. Once an offer has been made, schools will contact parents to arrange a start date.

14.

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 and inform the parent of the outcome. Depending on the other LA's determined process, the parent or the LA will confirm the acceptance or refusal of the place.

15.

Kent pupils who have applied to at least **three** schools and have not been offered a place can contact the LA who will offer a place at an alternative school. In the unlikely event that following consultation, no local place can be agreed, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative school place will be offered.

16.

Schools must inform the LA of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

Acceptance/Refusal of Places

17.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 days of the date of the offer letter. If the school 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.

18.

The school will notify the LA of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by the LA.

Waiting Lists

19.

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.

20.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. 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, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise the LA when a place has been offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents 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

21.

All parents have the statutory right to appeal against any decision refusing them a school place.

22.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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.

23.

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.

24.

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.

Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary Education	Has the same meaning as in section 2(1) of the Education Act 1996
Primary School	Has the same meaning as in section 5(1) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation school	Such of the schools as are Foundation schools
VA schools	Such of the schools as are Voluntary Aided schools
VC schools	Such of the schools as are Voluntary Controlled schools
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are offered on the 12 June 2013.
Extended Preference	a the process by which vacant places are allocated from 12 June 2013
IYCAF	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.
Admission authority	In relation to a Community or VC school means the LA and, in relation to an Academy, Foundation or VA school means the governing body of that school.

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Dated: 26 October 2011

Kent County Council

**Proposed Admissions Arrangements for
Academic Year 2013/14**

**Community and Voluntary Controlled
Primary, Infant, Junior Schools in Kent**

Produced by:
Admissions and Transport

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Introduction / Background

Each year, the Local Authority is required to consult with Kent admissions authorities, diocesan boards, neighbouring LA's, relevant parents and parental groups, on admission arrangements for Community and Voluntary controlled schools. It must include:

- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

This consultation will be open from 9.00 am on Tuesday 15 November 2011 until Friday 13 January 2012. Feedback from the consultation will ultimately inform a paper to Kent County Council Cabinet which will determine the admissions arrangements for entry to Kent Community and Voluntary Controlled Schools.

At the time of entering into consultation on admissions arrangements the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council is the admissions authority. Some of these schools may be in the process of becoming academies. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Proposed Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary Schools (except Eastchurch CE Primary School)

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

- **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Attendance at a linked school** – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). Linked infant and junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including

natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.
- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

The over-subscription criteria for **Eastchurch CE Primary School** on the Isle of Sheppey are:

- **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including

natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Nearness of children's homes to a point equidistant between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School** - we use the distance between the child's permanent home address and the equidistant point between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School. This is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a defined point equidistant between the two school sites as specified by Ordnance Survey. The same coordinate for the equidistant point is used for everybody. These straight line measurements are used to determine how close each applicant's address is to the equidistant point and children will be ranked in order of shortest distance first.

Proposed Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2013 Published Admission Number
2270	Aldington Primary School	Ashford	Primary	Community	30
2272	East Stour Primary School	Ashford	Primary	Community	60
2275	Victoria Road Primary School	Ashford	Primary	Community	30
2276	Willesborough Infant School	Ashford	Infant	Community	120
2278	Bethersden Primary School	Ashford	Primary	Community	20
2279	Brook Community Primary School	Ashford	Primary	Community	15
2280	Challock Primary School	Ashford	Primary	Community	30
2282	Great Chart Primary School	Ashford	Primary	Community	60
2285	Mersham Primary School	Ashford	Primary	Community	30 (28)
2286	Hamstreet Primary School	Ashford	Primary	Community	45
2287	Rolvenden Primary School	Ashford	Primary	Community	14

2288	Smeeth Community Primary School	Ashford	Primary	Community	20
2290	Tenterden Infant School	Ashford	Infant	Community	60
2574	Downs View Infant School	Ashford	Infant	Community	90
2625	Godinton Primary School	Ashford	Primary	Community	60
2675	Linden Grove Primary School	Ashford	Primary	Community	60
2686	Furley Park Primary School	Ashford	Primary	Community	60
3133	Kennington CEJ School	Ashford	Junior	Voluntary Controlled	90
3134	John Mayne CEP School	Ashford	Primary	Voluntary Controlled	20
3136	Brabourne CEP School	Ashford	Primary	Voluntary Controlled	15
3138	St. Mary's CEP School, Chilham	Ashford	Primary	Voluntary Controlled	15
3139	High Halden CEP School	Ashford	Primary	Voluntary Controlled	15
3140	Kingsnorth CEP School	Ashford	Primary	Voluntary Controlled	60
3142	Pluckley CEP School	Ashford	Primary	Voluntary Controlled	20 (17)
3143	St. Michael's CEP School	Ashford	Primary	Voluntary Controlled	30
3144	Tenterden CEJ School	Ashford	Junior	Voluntary Controlled	60
3145	Woodchurch CEP School	Ashford	Primary	Voluntary Controlled	20
3199	Egerton CEP School	Ashford	Primary	Voluntary Controlled	30
3284	Lady Joanna Thornhill (Endowed) Primary School	Ashford	Primary	Voluntary Controlled	60
3893	Phoenix Community Primary School	Ashford	Primary	Community	30
3905	Beaver Green Community Primary School	Ashford	Primary	Community	60
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
-	Goat Lees Primary School	Ashford	Primary	New school	30
-	Repton Manor Primary School	Ashford	Primary	New school	30
2258	Blean Primary School	Canterbury	Primary	Community	60
2259	Chartham Primary School	Canterbury	Primary	Community	45
2261	Hersden Community Primary School	Canterbury	Primary	Community	15
2263	Herne Bay Infant School	Canterbury	Infant	Community	120
2264	Hampton Primary School	Canterbury	Primary	Community	85
2265	Hoath Primary School	Canterbury	Primary	Community	9
2266	Petham Primary School	Canterbury	Primary	Community	15
2268	Westmeads Community Infant School	Canterbury	Infant	Community	60
2269	Whitstable Junior School	Canterbury	Junior	Community	75
2569	Briary Primary School	Canterbury	Primary	Community	60
-	New Voluntary Cof E school - Northgate	Canterbury	Primary	Voluntary Controlled	30
2607	Parkside Community Primary School	Canterbury	Primary	Community	30
2611	St. Stephen's Infant School	Canterbury	Infant	Community	90
2643	Swalecliffe Community Primary School	Canterbury	Primary	Community	90
3119	Adisham CEP School	Canterbury	Primary	Voluntary Controlled	20
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30
3122	Bridge & Patricxbourne CEP School	Canterbury	Primary	Voluntary Controlled	56
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	12
3124	Reculver CEP School	Canterbury	Primary	Voluntary Controlled	75
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
3128	Sturry CEP School	Canterbury	Primary	Voluntary Controlled	60
3129	St. Alphege CEI School	Canterbury	Infant	Voluntary Controlled	60
3130	Wickhambreaux CEP School	Canterbury	Primary	Voluntary Controlled	15
3289	St. Peter's Methodist Primary School, Canterbury	Canterbury	Primary	Voluntary Controlled	30
3295	Herne CEI School	Canterbury	Infant	Voluntary Controlled	90
3910	Joy Lane Primary School	Canterbury	Primary	Community	60
2062	Darenth Community Primary School	Dartford	Primary	Community	30
2066	Maypole Primary School	Dartford	Primary	Community	60
2069	St. Albans Road Infant School	Dartford	Infant	Community	90
2072	Westgate Primary School	Dartford	Primary	Community	30
2120	Bean Primary School	Dartford	Primary	Community	30
2123	Knockhall Community Primary School	Dartford	Primary	Community	60

2657	Temple Hill Community Primary and Nursery School	Dartford	Primary	Community	75
2676	West Hill Primary School	Dartford	Primary	Community	70
2679	Brent Primary School, The	Dartford	Primary	Community	60
2685	Gateway Community Primary School, The	Dartford	Primary	Community	30
2689	Craylands School, The	Dartford	Primary	Community	30
3020	Sedley's CEP School	Dartford	Primary	Voluntary Controlled	15
3021	Stone St. Mary's CEP School	Dartford	Primary	Voluntary Controlled	60
3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
3914	Oakfield Community Primary School	Dartford	Primary	Community	90
3915	Manor Community Primary School	Dartford	Primary	Community	90
3919	Dartford Bridge Community Primary School	Dartford	Primary	Community	30
5229	Fleetdown Primary School	Dartford	Primary	Community	60
2307	Warden House Primary School	Dover	Primary	Community	60
2309	Priory Fields School	Dover	Primary	Community	60
2312	River Primary School	Dover	Primary	Community	60
2313	St. Martin's School	Dover	Primary	Community	30
2318	Langdon Primary School	Dover	Primary	Community	10
2320	Eythorne Elvington Community Primary School	Dover	Primary	Community	20
2321	Lydden Primary School	Dover	Primary	Community	12
2322	Preston Primary School	Dover	Primary	Community	20
2326	Wingham Primary School	Dover	Primary	Community	30
2327	Worth Primary School	Dover	Primary	Community	10
2454	Aycliffe Community Primary School	Dover	Primary	Community	20
2471	Whitfield and Aspen School	Dover	Primary	Community	57
2531	Vale View Community School	Dover	Primary	Community	30
2532	St. Margaret's-at-Cliffe Primary School	Dover	Primary	Community	30
2559	Capel-le-Ferne Primary School	Dover	Primary	Community	30
2626	Sandwich Infant School	Dover	Infant	Community	56
2627	Sandwich Junior School	Dover	Junior	Community	60
2648	Aylesham Primary School	Dover	Primary	Community	60
2659	Sandown School	Dover	Primary	Community	60
3163	Downs CEP School, The	Dover	Primary	Voluntary Controlled	60
3167	Eastry CEP School	Dover	Primary	Voluntary Controlled	30
3168	Goodnestone CEP School	Dover	Primary	Voluntary Controlled	10
3169	Guston CEP School	Dover	Primary	Voluntary Controlled	22
3171	Nonington CEP School	Dover	Primary	Voluntary Controlled	12
3172	Northbourne CEP School	Dover	Primary	Voluntary Controlled	20
3173	Kingsdown & Ringwould CEP School	Dover	Primary	Voluntary Controlled	30
3175	Sibertswold CEP School	Dover	Primary	Voluntary Controlled	30
3177	Temple Ewell CEP School	Dover	Primary	Voluntary Controlled	20
3911	Hornbeam Primary School	Dover	Primary	Community	30
3916	Green Park Community Primary School	Dover	Primary	Community	45
2094	Cobham Primary School	Gravesham	Primary	Community	30
2095	Cecil Road Primary and Nursery School	Gravesham	Primary	Community	54
2109	Higham Primary School	Gravesham	Primary	Community	30
2110	Culverstone Green Primary School	Gravesham	Primary	Community	30
2116	Lawn Primary School	Gravesham	Primary	Community	20
2119	Shears Green Infant School	Gravesham	Infant	Community	120
2431	Shears Green Junior School	Gravesham	Junior	Community	120
2444	Riverview Junior School	Gravesham	Junior	Community	120
2458	Istead Rise Primary School	Gravesham	Primary	Community	30 (45)
2462	Riverview Infant School	Gravesham	Infant	Community	120
2509	Singlewell Primary School	Gravesham	Primary	Community	30
2519	Vigo Village School	Gravesham	Primary	Community	30
2525	Painters Ash Primary School	Gravesham	Primary	Community	60

263	Chantry Primary School	Gravesham	Primary	Community	30
265	Westcourt School	Gravesham	Primary	Community	30
2666	Wrotham Road Primary School	Gravesham	Primary	Community	60
2670	Dover Road Community Primary School	Gravesham	Primary	Community	90
2674	Kings Farm Primary School	Gravesham	Primary	Community	60 (52)
3018	Rosherville CEP School	Gravesham	Primary	Voluntary Controlled	20
3019	Shorne CEP School	Gravesham	Primary	Voluntary Controlled	30
3900	Whitehill Primary School	Gravesham	Primary	Community	90
3903	Raynehurst Primary School	Gravesham	Primary	Community	60
2161	Boughton Monchelsea Primary School	Maidstone	Primary	Community	30
2163	East Farleigh Primary School	Maidstone	Primary	Community	30
2165	Headcorn Primary School	Maidstone	Primary	Community	30
2166	Hollingbourne Primary School	Maidstone	Primary	Community	15
2168	Lenham Primary School	Maidstone	Primary	Community	30
2169	Platts Heath Primary School	Maidstone	Primary	Community	13
2170	Loose Junior School	Maidstone	Junior	Community	90
2171	Brunswick House Primary School	Maidstone	Primary	Community	60
2172	East Borough Primary School	Maidstone	Primary	Community	60
2174	Molehill Copse Primary School	Maidstone	Primary	Community	45
2175	North Borough Junior School	Maidstone	Junior	Community	75
2176	Park Way Primary School	Maidstone	Primary	Community	45
2180	South Borough Primary School	Maidstone	Primary	Community	30
2183	Marden Primary School	Maidstone	Primary	Community	40
2192	Staplehurst School	Maidstone	Primary	Community	75
2193	Sutton Valence Primary School	Maidstone	Primary	Community	30
2474	St. Paul's Infant School	Maidstone	Infant	Community	90
2491	Madginford Park Junior School	Maidstone	Junior	Community	90
2520	Madginford Park Infant School	Maidstone	Infant	Community	90
2536	Loose Infant School	Maidstone	Infant	Community	90
2548	Barming Primary School	Maidstone	Primary	Community	60
2552	Sandling Primary School	Maidstone	Primary	Community	60
2578	Kingswood Primary School	Maidstone	Primary	Community	20
2586	Senacre Wood Primary School	Maidstone	Primary	Community	30
2653	West Borough Primary School	Maidstone	Primary	Community	60
2677	Coxheath Primary School	Maidstone	Primary	Community	60 (30)
3061	Bredhurst CEP School	Maidstone	Primary	Voluntary Controlled	15
3067	Harrietsham CEP School	Maidstone	Primary	Voluntary Controlled	20
3069	Leeds & Broomfield CEP School	Maidstone	Primary	Voluntary Controlled	12
3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40
3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	13
3090	St. Margaret's CEP School, Collier Street	Maidstone	Primary	Voluntary Controlled	17
3091	Laddingford St. Mary's CEP School	Maidstone	Primary	Voluntary Controlled	13
3092	Yalding St. Peter & St. Paul CEP School	Maidstone	Primary	Voluntary Controlled	20
3898	Greenfields Community Primary School	Maidstone	Primary	Community	45
3906	Palace Wood Primary School	Maidstone	Primary	Community	60
2088	Crockenhill Primary School	Sevenoaks	Primary	Community	30
2130	Dunton Green Primary School	Sevenoaks	Primary	Community	30
2133	Halstead Community Primary School	Sevenoaks	Primary	Community	25
2134	Four Elms Primary School	Sevenoaks	Primary	Community	16
2136	Kemsing Primary School	Sevenoaks	Primary	Community	30
2137	Leigh Primary School	Sevenoaks	Primary	Community	20
2138	Otford Primary School	Sevenoaks	Primary	Community	60
2147	Weald Community Primary School	Sevenoaks	Primary	Community	20 (25)
2148	Shoreham Village School	Sevenoaks	Primary	Community	15

2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
2511	Hartley Primary School	Sevenoaks	Primary	Community	60
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	60
2636	Edenbridge Primary School	Sevenoaks	Primary	Community	60
2682	New Ash Green Primary School	Sevenoaks	Primary	Community	60
3010	St. Paul's CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3015	Fawkham CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3035	Seal CEP School	Sevenoaks	Primary	Voluntary Controlled	30
3037	St. John's CEP School, Sevenoaks	Sevenoaks	Primary	Voluntary Controlled	30
3043	Sundridge & Brasted CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3054	Crockham Hill CEP School	Sevenoaks	Primary	Voluntary Controlled	20
3055	Churchill CEP School	Sevenoaks	Primary	Voluntary Controlled	50 (45)
3201	St. Lawrence CEP School	Sevenoaks	Primary	Voluntary Controlled	10
3298	West Kingsdown C.E. (V.C.) Primary School	Sevenoaks	Primary	Voluntary Controlled	45
3896	Downsview Primary	Sevenoaks	Primary	Community	30
3907	Hextable Primary School	Sevenoaks	Primary	Community	60
2296	Mundella Primary School	Shepway	Primary	Community	30
2298	Hawkinge Primary School	Shepway	Primary	Community	45
2300	Sellindge Primary School	Shepway	Primary	Community	15
2510	Cheriton Primary School	Shepway	Primary	Community	58
2524	Palmarsh Primary School	Shepway	Primary	Community	15
2545	Sandgate Primary School	Shepway	Primary	Community	60
2568	Morehall Primary School	Shepway	Primary	Community	30
2645	Lydd Primary School	Shepway	Primary	Community	40
2650	Dymchurch Primary School	Shepway	Primary	Community	30
2691	St. Nicholas C of E Primary School	Shepway	Primary	Voluntary Controlled	54
2692	Churchill School, The	Shepway	Primary	Community	60
3137	Brookland CEP School	Shepway	Primary	Voluntary Controlled	15
3146	Bodsham CEP School	Shepway	Primary	Voluntary Controlled	13
3148	Christ Church CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	60
3149	St. Martin's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	30
3150	St. Peter's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	15
3153	Seabrook CEP School	Shepway	Primary	Voluntary Controlled	15
3154	Lyminge CEP School	Shepway	Primary	Voluntary Controlled	30
3155	Lympne CEP School	Shepway	Primary	Voluntary Controlled	30
3158	Stelling Minnis CEP School	Shepway	Primary	Voluntary Controlled	15
3159	Stowting CEP School	Shepway	Primary	Voluntary Controlled	15
3160	Selsted CEP School	Shepway	Primary	Voluntary Controlled	15
3200	Brenzett CEP School	Shepway	Primary	Voluntary Controlled	20
3902	Hythe Bay C of E Primary School	Shepway	Primary	Voluntary Controlled	56
3904	Castle Hill Community Primary School	Shepway	Primary	Community	58
2223	Bobbing Village School	Swale	Primary	Community	30
2226	Eastling Primary School	Swale	Primary	Community	15
2227	Ethelbert Road Primary School	Swale	Primary	Community	30
2228	Davington Primary School	Swale	Primary	Community	60
2229	Graveney Primary School	Swale	Primary	Community	15
2230	Iwade Community Primary School	Swale	Primary	Community	60
2231	Lower Halstow School	Swale	Primary	Community	20
2232	Luddenham School	Swale	Primary	Community	30
2235	Minster in Sheppey Primary School	Swale	Primary	Community	60
2237	Queenborough Primary School	Swale	Primary	Community	50
2239	Rodmersham School	Swale	Primary	Community	10
2242	Richmond Primary School	Swale	Primary	Community	60
2245	Rose Street School	Swale	Primary	Community	30
2251	Milton Court Primary School	Swale	Primary	Community	30

225	Murston Junior School	Swale	Junior	Community	45
226	Canterbury Road Primary School	Swale	Primary	Community	30
2434	West Minster Primary School	Swale	Primary	Community	60
2435	South Avenue Infant School	Swale	Infant	Community	60
2463	Minterne Community Junior School	Swale	Junior	Community	90
2513	Oaks Community Infant School, The	Swale	Infant	Community	90
2516	Lansdowne Primary School	Swale	Primary	Community	30
2534	Bysing Wood Primary School	Swale	Primary	Community	30
2595	Grove Park Community School	Swale	Primary	Community	60
2614	South Avenue Junior School	Swale	Junior	Community	60
2622	Murston Infant School	Swale	Infant	Community	45
2629	Holywell Primary School Upchurch	Swale	Primary	Community	30
3106	Eastchurch CEP School	Swale	Primary	Voluntary Controlled	60
3108	Ospringle CEP School	Swale	Primary	Voluntary Controlled	40
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	30
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
3891	Kemsley Primary School	Swale	Primary	Community	30
2328	St. Mildred's Primary Infant School	Thanet	Infant	Community	90
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2331	Drapers Mills Primary School	Thanet	Primary	Community	90
2337	St. Crispin's Community Primary Infant School	Thanet	Infant	Community	90
2338	Dame Janet Community Junior School	Thanet	Junior	Community	90
2339	Dame Janet Community Infant and Nursery School	Thanet	Infant	Community	90
2340	Ellington Infant School	Thanet	Infant	Community	90
2345	Priory Infant School	Thanet	Infant	Community	60
2523	Upton Junior School	Thanet	Junior	Community	128
2553	Northdown Primary School	Thanet	Primary	Community	60 (45)
2596	Chilton Primary School	Thanet	Primary	Community	60
2603	Bromstone Primary School, Broadstairs	Thanet	Primary	Community	60
2617	Cliftonville Primary School	Thanet	Primary	Community	90
2647	Newlands Primary School	Thanet	Primary	Community	60
2672	Palm Bay Primary School	Thanet	Primary	Community	60 (45)
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	60
3179	Holy Trinity & St. John's CEP School, Margate	Thanet	Primary	Voluntary Controlled	60
3181	St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	90
3182	Minster CEP School	Thanet	Primary	Voluntary Controlled	60
3183	Monkton CEP School	Thanet	Primary	Voluntary Controlled	15
3186	St. Nicholas at Wade CEP School	Thanet	Primary	Voluntary Controlled	30
3196	Christ Church CEJ School, Ramsgate	Thanet	Junior	Voluntary Controlled	60
3918	Newington Community Primary School and Nursery	Thanet	Primary	Community	60
2065	Discovery School, The	Tonbridge & Malling	Primary	Community	90
2132	Hadlow School	Tonbridge & Malling	Primary	Community	25
2155	Slade Primary School	Tonbridge & Malling	Primary	Community	45
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
2158	Aylesford Primary School	Tonbridge & Malling	Primary	Community	45
2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30

2167	Ightham Primary School	Tonbridge & Malling	Primary	Community	30 (60)
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30
2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	16
2189	Ryarsh Primary School	Tonbridge & Malling	Primary	Community	30
2190	Shipbourne School	Tonbridge & Malling	Primary	Community	8
2191	St. Katherine's School	Tonbridge & Malling	Primary	Community	90
2453	Woodlands Junior School	Tonbridge & Malling	Junior	Community	96
2484	Woodlands Infant School	Tonbridge & Malling	Infant	Community	90
2514	Brookfield Infant School	Tonbridge & Malling	Infant	Community	60
2530	Tunbury Primary School	Tonbridge & Malling	Primary	Community	80
2539	Stocks Green Primary School	Tonbridge & Malling	Primary	Community	30
2562	Lunsford Primary School	Tonbridge & Malling	Primary	Community	30
2661	Cage Green Primary School	Tonbridge & Malling	Primary	Community	60
2667	St. Stephen's (Tonbridge) Primary School	Tonbridge & Malling	Primary	Community	30
2680	Kings Hill School	Tonbridge & Malling	Primary	Community	60
3033	Hildenborough CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3057	St. Peter's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	20
3059	St. Mark's CEP School, Eccles	Tonbridge & Malling	Primary	Voluntary Controlled	20
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
3079	Stansted CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	15
3082	Trottiscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
3084	Wateringbury CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	36
3086	West Malling CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30 (28)
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	20
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3899	St. James the Great Primary and Nursery School	Tonbridge & Malling	Primary	Community	30
5223	Brookfield Junior School, Larkfield	Tonbridge & Malling	Junior	Community	64
2127	Paddock Wood Primary School	Tunbridge Wells	Primary	Community	90
2128	Capel Primary School	Tunbridge Wells	Primary	Community	30
2135	Horsmonden Primary School	Tunbridge Wells	Primary	Community	30
2139	Pembury School	Tunbridge Wells	Primary	Community	90 (60)
2142	Sandhurst Primary School	Tunbridge Wells	Primary	Community	25
2465	Claremont Primary School	Tunbridge Wells	Primary	Community	90 (60)
2482	Langton Green Primary School	Tunbridge Wells	Primary	Community	30

249 ⁿ	Bishops Down Primary School	Tunbridge Wells	Primary	Community	60
264	Sherwood Park Community Primary School	Tunbridge Wells	Primary	Community	60
2651	Broadwater Primary School	Tunbridge Wells	Primary	Community	30
3022	Benenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	25
3023	Bidborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3027	Cranbrook CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3029	Goudhurst & Kilndown CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3032	Hawkhurst CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3034	Lamberhurst St. Mary's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	20
3049	St. James' CEJ School	Tunbridge Wells	Junior	Voluntary Controlled	68
3050	St. John's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3052	St. Marks CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3053	St. Peter's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	20
3198	Frittenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	15
3294	St. Matthew's High Brooms CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90 (60)
3297	Southborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60

Proposed Statutory Consultation Area

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the primary school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admissions authorities and parents outside of the relevant areas are also able to view arrangements. If respondents are located outside of the 3 mile radius of the Primary school in question the LA may chose not to have regard to the comments.





Dated: 26 October 2011

Kent County Council
Proposed Co-ordinated Scheme for
Secondary Admissions
Academic Year 2013/14

Incorporating Transfer to Year 7
and
Secondary In-Year Admissions

Produced by:
Admissions and Transport

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Introduction / Background

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

- Co-ordinated admission 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 admission authorities including academies in Kent. If the LA does not secure agreement from all the admission 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.
 - This consultation will be open from 9.00 am on Tuesday 15 November 2011 until Friday 13 January 2012. Every Kent School and Academy is required to agree to the admissions scheme and adhere to it. **The LA will regard a non response as full acceptance to the proposed scheme.** Unless the LA receives a formal response to the contrary, Kent County Council will report full agreement to the scheme to the Secretary of State after the close of the consultation period.
 - Cranbrook School is the only school in Kent where the normal point of entry is at Year 9. For Kent residents application forms are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. (Non Kent parents must apply through their home authority's In Year admissions process.)
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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 2013.

Year 7 applications are for children born between 1 September 2001 and 31 August 2002.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Friday 1 June 2012
Closing date for registration	Monday 2 July 2012
Test date for pupils in Kent primary schools	Tuesday 12 & Wednesday 13 September 2012
Test date for out of county pupils	Saturday 16 September 2012
Assessment decision sent to parents	Wednesday 17 October 2012
National Closing Date for Secondary Common Application Forms (SCAF)	Wednesday 31 October 2012
Final closing date for exceptional late applications.	Monday 5 November 2012
First data exchange with neighbouring Authorities	By Monday 2 December 2012
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Monday 10 December 2012
Applicant details sent to schools to apply oversubscription criteria – ranking lists sent	By Thursday 3 January 2013
Ranked lists returned to LA by all schools	No later than Monday 21 January 2013
Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils	By Thursday 21 February 2013 (<i>note – during half term</i>)
National Offer Day: e-mails sent after 4pm and letters sent 1 st class post (see paragraph 30)	Friday 1 March 2013
Schools send out welcome letters	Not before Wednesday 6 March 2013
Deadline for late applications and waiting list requests to be included in the LA reallocation stage	Tuesday 19 March 2013
Date by which places should be accepted or declined to schools. LA will send schools waiting lists to put into oversubscription criteria order	Thursday 21 March 2013
Schools to send their ranked waiting list and acceptance and refusals to the LA	Wednesday 27 March 2013
LA re-allocate places that have become available from the schools' waiting lists. After this point schools will take back ownership of their waiting lists for the remainder of the reallocation process and are free to make offers	Wednesday 17 April 2013

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 on **17 April 2013** the LA will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. After **17 April 2013**, the LA will consider late applicants through the process described in paragraphs 17 to 20. Schools will maintain waiting lists for the remainder of the reallocation process and will fill vacancies as they arise to children on their waiting lists. Schools must notify the LA of any offers that are made at the same time these are made to parents.

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 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 by completing a SCAF online at www.kent.gov.uk/ola or on paper, 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 parents 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. Kent residents **must** complete a Kent SCAF. Residents outside

Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF 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 available 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 primary 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 2012**. This is a National Closing Date set by Department for Education which falls at the end of Kent's half term. Due to holidays, some parents may not be 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 5 November 2012**.

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 on receipt of their completed form that they have also made a formal application to the LA.

9.

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

10.

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

Testing

11.

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

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

* Chaucer Technology School has a grammar stream and may admit up to 35 children (15% of their Published Admission Number) who are assessed as suitable for a grammar school through Kent's '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 2012**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **2 July 2012**.

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 **12 and 13 September 2012**

for out-County pupils on **16 September 2012 (practice test 9 September 2012)**

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 **17 April 2013**

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 2013:

- (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 have provided proof of residency and return the late paper SCAF before **10 December 2012**.)

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 **17 April 2013** when parents can submit a further application or, if they have been refused admissions, make and appeal to the Independent Appeal Panel.

Parents will need to follow the late applications process set out in the LA's booklet "Admission to Secondary School in Kent 2013".

15.

Following the conclusion of the assessment process the LA will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1st class post on **17 October 2012**, to arrive on **18 October 2012**. 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 2012**.

16.

Parents will have until **31 October 2012** to complete their online application or return their paper SCAF to the LA. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by the LA as 'on time' as long as they are received **no later than 5 November 2012**

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 10 December 2012

17.

The closing date for applications in the normal admissions round is **31 October 2012**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before **10 December 2012** will be accepted, provided there is a good reason for the delay. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

18.

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

Applications will be accepted up until **10 December 2012**, where it is confirmed by the appropriate authority that the family will be resident in Kent by **1 September 2013**.

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

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

Late applications received on or after 10 December 2012 but before 19 March 2013

19.

The LA will hold these late applications until they are processed on **17 April 2013**. To allow the necessary work to be completed, applications must be received by **19 March 2013** to be included in the **17 April 2013** reallocation. Late applications made after **19 March 2013** will be processed in accordance with the LA's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2013'. Reallocation of places means that the LA will offer any vacant places to pupils on a school's waiting list (please refer to paragraphs 36 and 37 below)

Late applications received after 19 March 2013

20.

Late applications received after **19 March 2013** (the deadline for inclusion in any reallocations made on **17 April 2013**) must be made to, and processed by, the LA. These will be considered by the LA after **17 April 2012**, when the LA will contact schools with children's details so that Late Applicants can be ranked in accordance with schools' oversubscription criteria. If a place can be offered, the LA will notify parents. If a place cannot be offered at any of the schools parents have applied for the LA will allocate a place at an alternative school. Late applications made direct to schools must be forwarded to the LA immediately. As schools will regain the ability to make offers to waiting list applicants that were not late from **17 April 2013**, special care must be taken to ensure that late applicants are not disadvantaged.

Applications Made Direct to Schools

21.

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. After the LA reallocation has taken place on **17 April 2013**, parents that did not name the school on their original SCAF can contact the school directly to request to join the waiting list. Late applications must be forwarded to the LA immediately.

Determining Offers in Response to the SCAF

22.

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 nominated school .

The LA will allocate places in accordance with the provisions set out in paragraph 26.

23.

By 10 December 2012 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.

24.

By 3 January 2013 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.

25.

No later than 21 January 2013 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.

26.

By 15 February 2013 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.

27.

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.

28.

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.

29.

By 21 February 2013 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 2013

30.

On 1 March 2013 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.
 - (a) The name of the school at which a place is offered.
 - (b) Information about the right of appeal against the decisions to refuse places at other named schools.

- (c) 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.
- (b) Send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference.. 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 named on the SCAF;
 - (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - (d) 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;*
 - (e) advice on how to find 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 and email will notify parents that they need to respond to the offered school to accept or refuse the offer. It will not inform parents of places still available at other schools.

31.

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 2013**.

32.

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 2013**.

33.

Secondary schools and Academies will send their welcome letters **no earlier than Wednesday 6 March 2013**.

Acceptance/Refusal of Places - 21 March 2013

34.

On **21 March 2013** the schools will check to see whether a response from each pupil who was offered a place on **1 March 2013** has been received. Acceptances/refusals must be made in writing or via e-mail. If a response has not been received by **21 March 2013**, 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. On **27 March 2013** schools will return details of acceptances and refusals to the LA.

35.

On **17 April 2013** the LA will run a reallocation process to offer vacant places that have become available to pupils on each school's waiting list. After **17 April 2013** the schools will offer any remaining places and vacant places that become available for applicants on their waiting lists. The LA will process late applications that are received during this time.

Waiting Lists

36.

The LA will keep a waiting list for all schools up to **17 April 2013**. 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 2013** 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.)*

37.

Waiting lists will be sent to schools on **21 March 2013**. Applicants will need to be listed in order of priority by schools, in accordance with the school's oversubscription criteria and returned to the LA by **27 March 2013**. The LA will initially reallocate vacant places on **17 April 2013**. After this date, schools will be sent back the remainder of their waiting lists and will make offers.

38.

After **17 April 2013** waiting lists will include:

- (a) applicants named in paragraph 36 above
- (b) applicants who did not name the school on their SCAF and now wish to be considered for a place at the school.
- (c) Late applicants who have not previously been considered for a place at any Secondary school whose details were/are sent to the school by the LA.

39.

Schools must inform the LA whenever an offer is made so that it the LA can record all activity. 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 2013, for the purpose of its initial reallocation, recording offers that schools have made by schools after LA reallocation and the processing of any new applications received post **17 April 2013**. To maintain the database, schools must advise the LA when a place is offered. Schools can only offer places to Kent parents who have already made a secondary school application through the Secondary Transfer scheme. If a place can be offered to a non-Kent child or to a Late Applicant, the school must notify the LA as soon as possible. For the purposes of reallocation, parents that have moved a sufficient distance to require all new preferences should be considered as a late and directed to the LA. Schools are free to offer places to applicants that did not name the school on their original SCAF, but have subsequently decided to apply for a school place.

Appeals

40. 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.

41.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after **17 April 2013** the school can offer the place, 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 17 April 2013 for Year 7 places

42.

New applicants for Year 7 places who apply after **17 April 2013** and before **19 July 2013** must apply to the LA by completing the paper Late Secondary Application Form. 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 and to ask for their child's name to be put on a waiting list. Parents that have moved a sufficient distance to require all new preferences will be treated in the same way as late applications.

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

In-Year Casual Admission Form.

1.

Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside the normal admissions round. Applicants must use one form for each school they wish to apply for.

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. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

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 will be used for the purpose of admitting pupils to a school in the year group applied for.

3.

The IYCAF must be used by parents resident in the LA area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, 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)

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school, with the exception of applications to schools located in another LA, which should be returned to Kent LA. Schools must ensure that the LA is informed of all applications made to them and current pupil numbers. The LA will provide a mechanism to facilitate this transfer.

4.

The IYCAF will:

- (a) invite the parent to express a school preference including, where relevant, any schools outside the LA's area.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.

(c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school. If a school is located in another LA, the form should be returned to Kent LA to forward on.

(d) explain that the LA will be informed of any application and will monitor any subsequent offers that are made.

(e) direct the parent to contact the LA where they are unable to secure a school place at any of their local schools.

5.

The LA will make appropriate arrangements to ensure:

(a) that the IYCAF are 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 for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt. IYCAFS for schools located in another LA must be returned to Kent LA who will forward them to the relevant LA no later than 5 days from receipt.

7.

Parents resident in another LA who wish to name a Kent school as a preference must apply to their LA following their defined process. The parent's LA will forward all relevant information to Kent, who will in turn pass this information to schools. Schools will inform Kent if an offer can be made, which Kent will forward to the home LA, who in turn, will liaise with their parent.

Supplementary Information Forms (SIFs)

8.

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.

9.

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 ensure that the 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. 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

10.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and contact the school regarding testing arrangements. In most circumstances schools will set their own entry tests other than for normal points of entry. Applications will be held as pending until results of these tests are received.

11.

a)

Children with Statements of Special Educational Need (SEN) –

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

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 stated pupils will need to contact the SEN & R team in addition to the relevant school.

b)

Children in Local Authority Care (LAC) Please confirm this will remain unchanged

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 & Commonwealth Office.

12.

Children who are not successful in gaining any place they want and the have applied for at least **four** schools can contact the LA and will be allocated a place at an alternative school. These applicants will have the same access to a waiting list and rights to appeal as other applicants.

Offers for IYCAF

13.

The school will notify applicants resident in the LA area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place, if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places.
- (d) information on how to apply for a place on the waiting list. (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.

14.

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. The LA will notify the home authority of the determination so that the home authority can make an offer. Once an offer has been made, schools will contact parents to arrange a start date.

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 and inform the parent of the outcome. Depending on the other LA's determined process, the parent or the LA will confirm the acceptance or refusal of the place.

16.

Kent pupils who have applied to at least **four** schools and have not been offered a place can contact the LA will offer a place 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. If the child is already attending a school in the local area, no alternative place will be offered.

17.

Schools must inform the LA of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

Acceptance/Refusal of Places

18.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 days of the date of the offer letter. If the school 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.

19.

The school will notify the LA of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by the LA.

Waiting Lists

20.

The admission authority for each oversubscribed school will keep a waiting list at least until the end of the first term. 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 copy of the waiting list must be provided to the LA and updated each time there is a change. (*A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.*)

21.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. 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 or children with Statements of Special Education Needs apply. To maintain the database, schools will advise the LA when a place has been offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents 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

22.

All parents have the statutory right to appeal against any decision refusing them a school place.

23.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, 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.)*

24.

The scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools).

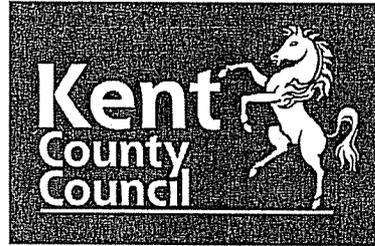
25.

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.

Section 3 – Glossary of Terms

Term	Definition
The LA	means Kent County Council acting in its capacity as local authority
The LA area	means the area in respect of which the LA is the local authority
Primary education	has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	has the same meaning as in section 2(2) of the Education Act 1996
Primary school	has the same meaning as in section 5(1) of the Education Act 1996
Secondary school	has the same meaning as in section 5(2) of the Education Act 1996
School	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
Foundation schools	means such of the schools as are foundation schools
VA schools	means such of the schools as are voluntary-aided schools
Academies	means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Admission authority	in relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
The specified year	means the school year beginning at or about the beginning of September 2013, and at the same time in any successive year in which this scheme is still in force
Admission arrangements	means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Eligible for a place	means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
SCAF	refers to the Secondary Common Application Form, completed online or on paper
The Kent grammar school tests	Tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools
The Kent Procedure for Entrance to Secondary Education (PESE)	the system for determining entry to Kent Grammar Schools
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved

	house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are allocated from 17 April onwards
Extended Preference	a the process by which vacant places are allocated from 17 April onwards
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number.



Dated: 26 October 2011

Kent County Council

**Proposed Admissions Arrangements for
Academic Year 2013/14**

**Community and Voluntary Controlled
Secondary Schools in Kent**

Produced by:
Admissions and Transport

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Introduction / Background

Each year, the Local Authority is required to determine admission arrangements for Community and Voluntary controlled schools it must include:

- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

Following the consultation a paper will be prepared for KCC Cabinet to determine admissions arrangements in March 2012 which will relate to entry in to school in September 2013

Summary of Proposed Changes

There is only one proposed change to the existing oversubscription criteria and this relates to how distances are considered between the selective and non selective areas.

Presently a distinction is made in regard to whether someone is resident in the selective area of education when applying for community high schools and community grammar schools located in these selective areas. This priority has been in place for many years having first been established to protect comprehensive areas of education. It states children resident in the same scheme of education as the school will receive priority.

The education landscape in Kent has changed significantly since that time none of the schools in comprehensive areas have retained a priority for children resident in those areas, and of the 31 grammar schools in Kent only 11 remain community schools applying an in area and out area priority. Many of these grammar schools are now located in close proximity to wide ability Academies which are in effect comprehensive schools located in selective areas. The vast majority of the 11 remaining schools applying this split in priority are so far from the comprehensive areas that the change will have no impact on their intake. The only community school likely to see a significant shift in intake patterns is Tunbridge Wells Grammar School for Boys.

Consequently, recognising that Tunbridge Wells Grammar School for Boys is the last remaining community grammar school in West Kent, able to cater for the more rural Kent parishes to the North West of Tunbridge Wells, it is proposed for this school only, that a catchment area be introduced which gives a priority to children resident in those parishes who would not otherwise have access to a Kent Grammar school in their area. A map containing the proposed priority catchment area is located at the end of this document.

Oversubscription Criteria for Community and Voluntary Controlled Secondary Schools

Following the Schools Adjudicator's decision in 2007 that Dover Grammar School for Boys will continue to use a dual testing arrangement to determine eligibility for admission (the "Dover test" as well as Kent's PESE), provision was made for the same arrangements to apply to the Dover Grammar School for Girls at the time – consequently in 2012 Dover Grammar School for Girls will continue to include in its oversubscription criteria that: "Entry is through the Kent age 11 assessment procedure or the Dover test."

Oversubscription criteria for Community and Voluntary controlled secondary schools will be applied in the following order:

Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

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

Oversubscription criteria for Tunbridge Wells Grammar School for Boys will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure

Children in Local Authority Care –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents’/guardians’, physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children who live within a 3 mile radius of the school Children will be ranked according to the distance from their home to the Tunbridge wells Grammar school for Boys with those living closest being ranked highest. The distance is measured between the child’s permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child’s home to a similarly defined point within the school as specified by Ordnance Survey.

Children who live in the named parishes below – Children will be ranked according to the distance from their home to the Tunbridge wells Grammar School for Boys with those living closest being ranked highest. The distance is measured between the child’s permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child’s home to a similarly defined point within the school as specified by Ordnance Survey.

Bidborough	Hildenborough	Sevenoaks
Brasted	Ightham	Sevenoaks Weald
Capel	Knockholt	Shipbourne
Chevering	Kemsing	Shoreham
Chiddingstone	Leigh	Southborough
Cowden	Otford	Speldhurst
Dunton Green	Plaxtol	Sundridge
Edenbridge	Pembury	Tonbridge
Hadlow	Penshurst	Tunbridge Wells
Halstead	Riverhead	Westerham
Hever	Seal	

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

A map displaying the priority catchment area is provided overleaf:

Tunbridge Wells Grammar for Boys School and selected parishes



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Produced by: Admissions and Transport
Dated 26/10/2011

K:\A&T\System's team\maps\Secondary
TWGSB parishes

*****Oversubscription criteria for Astor College for the Arts will be applied in the following priority order:**

Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

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

Up to 10% of places will be admitted on ability in the visual arts. Please note that children applying for these places will need to spend a session at the college working on a set of creative tasks which will be assessed on merit.

*****Oversubscription criteria for The North School will be applied in the following priority order:**

Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.

Current Family Association - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before

admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children who live nearer to The North School than any other maintained non selective secondary school or academy – Children will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

Children who live nearer to any other maintained non selective secondary school or academy than The North School – Children for whom the North School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

****** Note the at time of Kent County Council's consultation these schools are awaiting an academy order and may therefore change status and indeed consult on alternative admissions arrangements for 2013 (through a seperate consultation).***

Published Admission Numbers for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2013 Published Admission Number
4246	North School, The ***	Ashford	High	Community	215
4528	Norton Knatchbull School, The	Ashford	Grammar	Voluntary Controlled	149
4091	Community College Whitstable, The	Canterbury	High	Community	210
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	155
4026	Dartford Technology College	Dartford	High	Community	145
4250	Swan Valley Community School	Dartford	High	Community	150
4109	Dover Grammar School for Girls	Dover	Grammar	Community	120
4113	Astor College for the Arts ***	Dover	High	Community	210
4169	Walmer Science College	Dover	High	Community	143
4059	Swadelands School - Specialist Sch. & Sports College	Maidstone	High	Community	150
4523	Maidstone Grammar School for Girls	Maidstone	Grammar	Voluntary Controlled	175
4219	Hextable School	Sevenoaks	Wide ability	Community	150
4101	Harvey Grammar School, The	Shepway	Grammar	Community	150
4247	Sittingbourne Community College ***	Swale	High	Community	210
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	180

*** Please note at time of going to consultation these schools are awaiting an academy order.

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RAFT SCHOOL ADMISSIONS CODE PUBLISHED 2 NOVEMBER 2011

This is a draft document subject to Parliamentary Scrutiny and Royal Assent of the Education Bill 2010-11. The final document must also be read alongside admission regulations, which will be published in 2012.

THE STATUTORY BASIS FOR THE SCHOOL ADMISSIONS CODE

This section explains that the Code will apply to admission arrangements determined in 2012 for admission in 2013/14; it imposes mandatory requirements and details who the code applies to. Subject to the education Bill gaining Royal Assent objections to the admission arrangements of Academies will be considered by the Schools Adjudicator (not the YPLA). The Schools Adjudicator will be able to investigate the admission arrangements of any school she considers do not comply with the Code, not just arrangements referred to her. Whilst the decision is binding the power to modify arrangements will be removed, where school fail to implement the decision the Secretary of State may direct them to do so. (1-11)

INTRODUCTION

The purpose of the Code is to ensure all school places are offered in an open and fair way. The Code has the force of law and must and must not statements are mandatory requirements. The previous should and should not statements are removed. Criteria to allocate places must be 'fair, clear and objective' (12 -14)

Admission Authorities must determine' their admission arrangements annually. Consultation must take place if changes are made and be for 8 weeks from 1 November to 1 March of the year before the arrangements are to apply. If no changes are made the arrangements need only be consulted on at least every 7 years.

An outline of the admission process is included in this section including confirmation that National Offer Date for Secondary Schools will be 1 March or next working day and for primary schools the National Offer Date will be on or about 16 April or next working day from the 2014/15 year onwards. (15)

SECTION 1 - DETERMINING ADMISSION ARRANGEMENTS

Determination

As part of 'determining' the arrangements annually the Admissions Authority must set an admission number. (PAN) Own admission authorities are not required to consult on any proposed increase to the PAN in any consultation on their admission arrangements. For Community and VC schools the LA must consult at least the Governing Body if it intends either to increase or make no change to the PAN. Admission authorities must notify the LA of their intention to increase the school's PAN and make reference to it in the school's website.

Following determination of the PAN, admission authorities may notify the local authority that they intend to admit above the PAN, but must do so in time for the LA to deliver its co-ordinated responsibilities effectively.

Any admissions above the PAN will not constitute an increase to the PAN. A variation to increases the PAN does not need to be referred to the adjudicator. (1-5)

Oversubscription Criteria

The highest priority must continue to be given to looked after children but this now includes children who were looked after and have been adopted, or became subject to a residence

order or a special guardianship order immediately following having been looked after. The list of oversubscription criteria that must not be used is very similar to the present Code except Academies and Free schools may where their funding agreement permits give priority to children eligible for free school meals and it removes a ban on allocating places to relatives of former pupils. This section also explains how commonly used criteria such as distance from the school, social and medical need and catchment areas should be defined. (6– 16).

Selection by ability or aptitude

This section is very similar to the previous Code, however all selective schools must publish the entry requirements and the process for selection, and schools that allocate places based on scores do not have to give priority to a looked after or previously looked after child. Schools must not allow for more than 10% of total year group to be selected by aptitude even if they have more than one specialism (7 -24)

Banding

As now but confirms that admission authorities must publish the admission requirements, the process, how decisions are made and include details of any tests. Schools that use banding and admission by 10% aptitude should set out clearly how the two methods will be applied. (25–30)

Test for selection

Must be clear fair and objective (31 -34)

Random allocation

Cannot be used as principal oversubscription criteria for all places at all schools in the area (34-35)

Faith based oversubscription criteria in schools with a religious character

1.38 As now schools **must** consult with the body or person representing the religion or religious denomination when deciding how membership or practice of the faith is to be demonstrated. Church of England schools **must**, as required by the Diocesan Boards of Education Measure 1991, consult with their diocese about proposed admission arrangements before any public consultation. (36 -38)

Children of staff at the school

Admission authorities may give priority in their oversubscription criteria to children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (39)

Maintained boarding schools

As in current Code (40–41)

Consultation

Confirms that own admission authority schools do not have to consult on a proposed increase to PAN and that if no changes are made consultation is only every 7 years. The draft admission regulations 2012 will exempt from consultation, selective arrangements for grammar schools or the abandonment of such arrangements. Consultation and determination arrangements are as detailed in the current Code.

Local authorities must as now publish a composite prospectus by 12 September they must also ensure it is kept up to date throughout the "choosing period"(42 -51)

SECTION 2 APPLICATIONS AND OFFERS

This section outlines the application and offer process and is basically the same as the previous Code.

In section 2.12 it gives guidance on the withdrawal of a school place, which lacks timescales. Admission authorities must not withdraw an offer unless it has been offered in error, is fraudulent or the parent has not responded in a reasonable time. If no response is received admission authorities **must** give parents a further chance to respond and tell them that if they do not the offer may be withdrawn. If a place is withdrawn because of misleading information the application **must** be considered afresh and a right of appeal offered.

Advice is also given about the withdrawal of a school place once a child has started. A school **must not** withdraw a place except where it was fraudulently obtained and in deciding to do so must consider how long the child has been at the school. It might be considered appropriate if the child has been at the school for less than a term.

Each admission authority **must** maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission, Priority **must not** be given to children based on the date their application was received or their name was added to the list. Looked after children and previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The list of excepted children now includes; looked after children and previously looked after children admitted outside the normal admission round, children of UK service personnel admitted outside the normal admission round, twins and children from multiple births when one of the siblings is the 30th child admitted. (1 -19)

Co-ordination

Local authorities **must** formulate and publish on their web site a scheme by 1 January to co-ordinate admission arrangements.

There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2013/14 and all subsequent years but they **must** provide in the composite prospectus how in-year applications can be made and will be dealt with. Local authorities **must**, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school.

Own admission authority schools **must**, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

For secondary school applications, all offers **must** be made on the same day; secondary National Offer Day is **1 March or the next working day**, and for primary school

applications National offer day is **16 April or the next working day**. The primary National Offer Day will apply to schemes for entry 2014/15 and all subsequent years. (20 -25)

SECTION 3 ENSURING FAIR ACCESS

The Schools Adjudicator

This section outlines the Schools Adjudicators role. Local authorities must refer any arrangements it believes are unlawful. Subject to the Education Bill receiving Royal Assent anyone will be able to make an objection to the Schools Adjudicator. Objections cannot be made about the removal of selection arrangements, decisions to increase a PAN, matters considered by the Adjudicator, for that school, in the last two years and anonymous objections. The Adjudicator may also consider arrangements that come to her attention by other means. Objections must be made by 30 June.

Admission arrangements cannot be changed once determined without referral to the Schools Adjudicator. A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator. (1 -8)

Children with Challenging Behaviour and Fair Access Protocols

Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for two years from the last exclusion. Subject to clause 4 of the Education Bill gaining Royal assent this rule will not apply to children who were below compulsory school age at the time of exclusion or children who have been reinstated following a permanent exclusion.

This section also details the local authorities duty in respect of Fair Access protocols. Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though there are places available, it must refer the case to the local authority for action under the Fair Access protocol. This provision will not apply to a looked after or previously looked after child who must be admitted.

Before deciding to direct a school to take a pupil, the local authority must inform the governors and the headteacher who have 15 days to refer the case to the Schools Adjudicator, the local authority cannot issue a direction until 15 days has elapsed. For a looked after child this time is reduced to 7 days. (8 -22)

Local authority reports

Requirement reduced to an annual report to be published locally and sent to the Adjudicator. Minimum requirements are how admissions serve the interests of looked after children, children with disabilities and SEN. An assessment of Fair Access Protocols, the number of admission appeals lodged and upheld and any other issue the local authority want to include. (23)

The Code has Appendices that detail relevant legislation that local authorities, schools, admission authorities, Adjudicators and appeal panels **must** comply. There are also sample admission arrangements and an admissions timeline.

This is a draft document subject to parliamentary scrutiny. The final document must also be read alongside the School Admissions (Appeal Arrangements) (England) Regulations 2012, which will be published in 2012

THE STATUTORY BASIS FOR THE CODE

This section explains who the Code applies to and when it comes into force. It will apply to all appeals lodged on or after that date. At present this date is left blank, as the new Code gives parents more time to lodge appeals, this is a crucial piece of information because if the date is in March – April next year it will effect all next years in round appeals.

INTRODUCTION

The purpose of the Code is to ensure independence of appeal panels. It has the force of law and imposes mandatory requirements, the words must and must not are used. It is designed to give admission authorities the freedom to run appeals efficiently with the minimum of requirements. The guiding principle is the admission authorities are best placed to decide how to meet these requirements. The previous Code was a working document for Admission Authorities, clerks and panels this new Code leaves them with broad outlines and very little detailed guidance, this could result in differing practices from school to school and panel to panel.

SECTION 1 CONSTITUTION OF APPEAL PANELS

Appeal panels perform a judicial function and must be transparent, independent and impartial. Two or more admission authorities may make joint arrangements for hearing appeals. (1-3)

Membership

Lay members and people with experience in education as now and the admission authority must ensure that they retain their independence for the duration of their service. The Code removes the requirement for admission authorities to advertise and review panel membership every three years. The list of disqualified members includes a person employed by the local authority not just one employed in a capacity connected with education.

Where a panel starts with three members and one has to withdraw the panel must postpone the rest of the hearings until they return or if that is not possible rehear all the cases. (4-9)

Training

Panel members and clerks must not take part in hearings until they have received training. Admission authorities must arrange and fund up to date training. (10)

The Clerk

The clerk's role is to be an independent source of advice on procedures and admissions law. The clerk must provide an independent and impartial service; this Code removes the requirement that the clerk must be independent of the school or education authority, however to appoint a clerk in these categories would need to be considered carefully if the independence of the panel was to be preserved. (11)

The Chair

A short 4-line statement replacing a half page in the last Code, moving away from their role of putting parents at ease by ensuring the hearing is conducted in an informal but structured way and that the admission authority do not participate beyond the scope allowed them. (12)

Indemnity and Costs

As in previous Code, the local authority must allocate reasonable funds to meet appeal costs and indemnify members of the panel against any reasonable legal costs (13-14)

SECTION 2 APPEAL HEARINGS*Timetable*

Admission authorities must set a timetable that includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal and ensures that appellants receive at least 10 school days notice of their appeal hearing. This means that if the Code comes into force next year the first date that appeals for secondary schools can be heard will be 30 April and for primary schools 28 May. Admission authorities must also ensure appeals are heard within 40 school days of the deadline for lodging appeals. (1-3)

Notifying appellants of their right to appeal

This is very similar to the requirements in the previous Code, parents must appeal in writing and produce evidence on time if they want to guarantee it will be heard (4-7)

Production of evidence from the admission authority before the hearing

This section removes some of the requirements from the previous code in respect of providing specific information, co-ordinated scheme, net capacity and maps etc. It will be up to the school to ensure the information they provide makes the case that prejudice would occur if the child is admitted. The clerk must send the papers to all parties a reasonable time before the hearing but this is not defined. (8-9)

Attendance and representation

This is similar to the current Code but has removed the requirement for local authorities to fund translators and signers. (10-12)

The hearing

As now but the Code removes the requirement for a 'neutral venue other than a school' so presumably appeals could be held at the school. This will reduce appeal costs appeals but may compromise independence. (13-16)

Multiple Appeals, guiding principles and reaching a decision

Similar to current Code (17-22)

Notification of decision and notes

The decision letter must be signed by the clerk or the panel chair and be easily comprehensible to all parties. Again this section removes the specific requirements of the previous Code (23 – 26)

SECTION 3 REACHING A DECISION

This is a long section and although written in a different order than the previous Code is substantially similar. It gives both panels and clerks sufficient guidance to ensure the decision making process is correctly carried out. The guidance on evidence for upholding grammar school appeals is very clear.

SECTION 4 INFANT CLASS APPEALS

Again a section with clear guidelines the only omission is that there is no guidance or advice on how panels treat future breach of KS1 legislation appeals.

SECTION 5 FURTHER APPEALS AND COMPLAINTS

This section is substantially similar to the previous Code except it says complaints about Academies must be made to the Secretary of State not the Young Persons Learning Agency as detailed in Appendix 2

The Code has further sections about appeals by governing bodies against local authority decisions to admit twice excluded children, the Equality Act 2010, Human Rights Act 1998, SSFA 1998 and the Local Government Ombudsman

