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**Kent County Council**

**Co-ordinated Scheme for**

**Secondary Admissions**

**Academic Year 2011/12**

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

Produced by:  
Admissions and Transport

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	<b>Page Number</b>
Introduction / Background	<b>3</b>
Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7	<b>4-15</b>
Section 2 – Details of the Co-ordinated Scheme for Secondary In-Year Admissions	<b>16-24</b>
Section 3 – Glossary of Terms	<b>25-26</b>

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## Introduction / Background

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

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for secondary schools, Year R for infant and primary schools and Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions)
- 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 admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Kent County Council website at

<http://www.kent.gov.uk/education-and-learning/schools-and-sixth-form/school-admissions>

by following the links shown.

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

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

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

### The Key Scheme dates are:

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

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In addition this scheme:

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

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

### **Secondary Common Application Form (SCAF) – Available Online or on Paper**

1.

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

2.

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

3.

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

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

4.

The SCAF will:

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

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

5.

The LA will make appropriate arrangements to ensure:

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

6.

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

7.

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

### **Supplementary Information Forms (SIFs)**

8.

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

9.

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

arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.

10.

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

## Testing

11.

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

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

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

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

12.

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

13.

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

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

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

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

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

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

14.

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

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

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

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

15.

Following the marking and the application of the Head Teacher assessment stage\* the LA will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1<sup>st</sup> class post on **18 October 2010**, to arrive on 19

October 2010. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on 18 October 2010.

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

16.

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

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

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

17.

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

18.

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

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

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

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

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

19.

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

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

## **Applications Made Direct to Schools**

20.

Applications made on the SCAF and returned direct to any school must be forwarded to the LA immediately. Where only the Supplementary Information Form (SIF) is received the school must inform the LA immediately so it can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete a SCAF.

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

21.

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

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

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

22.

**By 10 December 2010** the LA will:

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

23.

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

24.

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

25.

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

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

26.

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

27.

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

28.

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

### **Offers – 1 March 2011**

29.

**On 1 March 2011** the LA will

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

- contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

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

30.

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

31.

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

32.

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

### **Acceptance/Refusal of Places - 22 March 2011**

33.

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

34.

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

### **Waiting Lists**

35.

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

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

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

36.

Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. The LA will initially reallocate vacant places on 4 April 2011

and subsequently on the dates specified in this scheme.

If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or with SEN apply. The Authority will maintain a database from March to September 2011. To maintain the database, admission authorities must advise the LA when a place becomes available in order that the LA can offer it to the highest ranked pupil on the waiting list, and advise whether the parent has accepted or declined the offer. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents whose children are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure that no pupil is left without an offer of a school place.

## **Appeals**

37.

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

38.

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

## **Applications after 4 April 2011 for Year 7 places**

39.

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

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

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### In-Year Common Application Form.

1.

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

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

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

2.

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

3.

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

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

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

4.

The IYCAF will:

(a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area, and to rank each school according to their order of preference. For Admission to any year from Year 7 to Year 11 parents can express **up to four** preferences.

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

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

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

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

(d) specify where it must be returned to.

5.

The LA will make appropriate arrangements to ensure:

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

6.

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

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### **Supplementary Information Forms (SIFs)**

7.

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

8.

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

### **Schools which have entrance tests**

9.

Parents wishing to apply for a Kent maintained school that that tests pupils before admission are required to name the school on their IYCAF and the LA will contact them further regarding testing arrangements.

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10.

a)

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

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

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

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

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

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

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

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

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

b)

**Children in Local Authority Care (LAC)**

When applications are made for young people in the care of other Local Authorities, Kent as receiving authority, will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance \*, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

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

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

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

c)

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

11.

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

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

12.

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

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

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

13.

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

14.

Within 3 schools days from receipt of details, the admission authority for each school will consider the application, apply the school’s oversubscription criteria (if appropriate) and let the LA know whether or not they are able to offer a place at their school. Even if they cannot offer a place, they must still rank the applicant according to their oversubscription criteria and let the LA know what the applicant’s position would be on the waiting list, and under which criterion.

15.

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

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

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

16.

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

17.

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

18.

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

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## **Offers**

19.

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

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

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

20.

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

21.

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

22.

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

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

23.

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

24.

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

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### **Waiting Lists**

25.

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

26.

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

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## Appeals

27.

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

28.

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

29.

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

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## Section 3 – Glossary of Terms

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"the LA" means Kent County Council acting in its capacity as local authority;

"the LA area" means the area in respect of which the LA is the local authority;

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies

"foundation schools" means such of the schools as are foundation schools;

"VA schools" means such of the schools as are voluntary-aided schools;

"Academies" means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002);

“admission 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 2011, and at the same time in any successive year in which this scheme is still in force;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 31 March 2010, including those received during the academic year commencing in September 2011 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point as falls within the school’s published admission number.

SCAF – refers to the Secondary Common Application Form, completed online or on paper.

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

“ the Kent grammar school tests” – tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools.

“ the Kent Procedure for Entrance to Secondary Education (PESE)” – the system for determining entry to Kent Grammar Schools.

2. Subject to paragraph 3, the scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect immediately.

3 In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Schedule 2) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

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

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

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

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

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

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

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

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

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

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

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

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

### 3. Proposed statutory consultation area

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

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

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

Appendix B (4) Published Admission Numbers

**4. Proposed Published Admissions Numbers (PANs)**

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

**Community & VC Schools - All Areas**

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