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**Kent County Council**

**Co-ordinated Scheme for**

**In-Year Casual Admissions**  
**for Primary and**  
**Secondary School Places**

**Academic Year 2010/11**

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## Introduction / Background

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

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

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

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

#### **In-Year Common Application Form.**

1.

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

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

2.

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

3.

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

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

4.

The IYCAF will:

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

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

5.

The LA will make appropriate arrangements to ensure:

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

6.

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

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### **Supplementary Information Forms (SIF's)**

7.

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

8.

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

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

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

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### **Testing (for Secondary School places only)**

9.

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

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

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

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

10.

a)

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

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

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

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

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

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

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

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

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

b)

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

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

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

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

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

c)

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

11.

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

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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 all relevant details from the IYCAF.

14.

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

15.

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

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

16.

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

17.

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

18.

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

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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 following information:

- the name of the school at which a place is offered;

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

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

20.

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

21.

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

22.

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

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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 **must** remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.

24.

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

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

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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 a IYCAF.

28.

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

29.

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

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Section 2 –

## Glossary of terms used in the Scheme

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

	the governing body of that school
<b>The specified year</b>	the school year beginning at or about the beginning of September 2010, and at the same time in any successive year in which this scheme is still in force
<b>Admission arrangements</b>	the arrangements for a particular school or schools which govern the procedures and making for the purposes of admitting pupils to the school
<b>Casual admission</b>	any application for a place in the first year of secondary education that is received after 31 March 2010, including those received during the academic year commencing in September 2010 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.
<b>PESE</b>	Kent's Procedure for Entrance to Secondary Education assessment processes including the Kent Test.
<b>Eligible for a place</b>	that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number
<b>IYCAF</b>	In-Year Common Application Form to be completed