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Appendix A

**Kent County Council
Co-ordinated Scheme for**

Primary Admissions

Academic Year 2012/13

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

And

Primary In-Year Casual Admissions

Produced by:
Admissions and Transport

Appendix A

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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.
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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 2012.

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

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

The Key Scheme dates are:

Key Action	Scheme Date
Closing date for Applications (Online and RCAF/JCAF)	Saturday 14 January 2012
Summary of applicant numbers sent to all Kent primary, infant and junior schools	By Wednesday 8 February 2012
Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over-subscription criteria	By Friday 10 February 2012
Completed ranked lists returned to the LA by all Kent primary, infant and junior schools	By Thursday 1 March 2012
LA to match all ranked lists in the admissions database	By Wednesday 7 March 2012
Details of pupils being offered sent to all Kent primary, infant and junior schools	By Friday 23 March 2012
Offer e-mails and letters sent to parents	Friday 30 March 2012
Places must be accepted or refused and requests to go on a waiting list submitted to the LA	By Thursday 19 April 2012
Schools send out welcome letters no later than	Friday 20 April 2012
The LA re-allocate any places that have become available to those who have asked to go on the waiting lists for each school	After Tuesday 1 May 2012

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In addition this scheme:

- (a) Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria.
- (b) Confirms that after 1 May 2012, the LA will consider applicants through the normal waiting list / In-Year procedures.

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

1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at www.kent.gov.uk/ola 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). 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.

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

8.

Where a school receives a supplementary information form it will not be regarded as a valid application. 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 **14 January 2012**.

10.

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

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

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

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

The LA will allocate places in accordance with paragraph 14.

11.

By 8 February 2012 – The LA will advise all Kent primary, infant and junior schools of the number of preferences expressed for them. Where there are preferences expressed for non-Kent schools, or where a non-Kent resident has expressed a preference for a Kent school, the LA will have also completed any data exchange with other LAs by this date.

12.

By 10 February 2012 – The LA will advise all Kent primary, infant and junior schools of the full details of all valid applications for their schools to enable them to apply their over-subscription criteria. Only children who appear on the LA list can be considered for places on the relevant offer day.

13.

By 1 March 2012 – All Kent primary, infant and junior schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the LA for consideration in the allocation process.

14.

By 7 March 2012 - The LA will match this ranked list against the ranked list of the other schools named on the form and:

- (a) Where the child is eligible for a place at only one of the named schools, that school will be offered.
- (b) Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
- (c) Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at an alternative school by 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 23 March 2012 - The LA will inform schools of the pupils to be offered places at their school.

16.

On offer day, **30 March 2012** – The LA will:

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
- (b) send ALL Parents decision letters. The letter will give:
 - (a) The name of the school at which a place is offered.
 - (b) The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.

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- (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 20 April 2012**.

17.

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

18.

After 1 May 2012 – The LA will re-allocate any places that have become available since offer day, giving priority to applicants who originally named it as preference on the online applications or RCAF/JCAF and have requested to be placed on the waiting list, according to the individual schools' oversubscription criteria.

19.

Waiting Lists - Parents may ask for their child's name to be kept on a waiting list should places become available after 1 May 2012. Applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2013.

Late Applications

20.

The closing date for applications in the normal admissions round (as above) is **14 January 2012**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the LA **before Friday 27 January 2012**.

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

21.

Applications received after 27 January 2012 will not be considered for places on 30 March 2012, but will be included in the re-allocation of places on 1 May 2012 as defined above. Details of these applications will be forwarded to each school expressed as a preference for them to apply their over-subscription criteria.

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

In-Year Casual Admission Form.

1.

There is a standard form, known as the **In-Year Casual Admission 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 (kentyearadmissions@kent.gov.uk).

Parents will be able to obtain information about the process and IYCAFs from the LA's Admissions and Transport Office or from any local Kent school. Information and IYCAFs will also be available on the Kent County Council's website to read and print.

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

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

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

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

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

2.

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

3.

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

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

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The QFA may be used by parents resident in the LA area as a means of expressing one preference only for their child:

- (a) to be admitted to a school within the LA area (including VA and Foundation schools and Academies) which has a number of vacant places.

4.

The IYCAF will:

- (a) invite the parent to express school preferences including, where relevant, any schools outside the LA's area and to rank each school according to their order of preference. For admission to Year R – Year 6 parents can express **up to three** preferences.

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

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

- (i) a place will be offered at the highest nominated school for which they are eligible for a place; and
- (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school unless the child already has a place at a local Kent school.

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

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

The QFA will:

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

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

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

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

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

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process in an easy to follow format.

6.

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

Supplementary Information Forms (SIFs)

7.

All preferences expressed on an IYCAF are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted. As QFAs must only be used where a school is five places under PAN in a year group, SIFs will not be required for applications received through this process.

8.

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

9.

a)

Children with Statements of Special Educational Need (SEN) –

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

Any application received by the LA for a child with a Statement of Special Educational Need will be referred directly to the SEN & R team, who must have regard to Schedule 27 of the Education Act 1996 *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"*

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

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

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

b)

Children in Local Authority Care (LAC)

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

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

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

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

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

c)

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

10.

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

Determining Offers in Response to the IYCAF

11.

The LA will act as a clearing house for the allocation of places by the relevant admission

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authorities in response to IYCAFs received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the IYCAF where:

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

The LA will allocate places in accordance with the provisions set out in paragraph 14.

12.

Within 5 school days from receipt of a completed IYCAF, the LA will contact the schools in priority order. If the first school cannot offer a place, the next school will be contacted until a place can be secured. The LA will ensure that where there are multiple applicants for the relevant year group on the day the place becomes available, all cases will be considered at the same time to ensure there is no disadvantage. All named schools will then be sent a report on a weekly basis, highlighting all activity for that school within the previous week. This will include, number of preferences, number offered, number of acceptances/refusals.

13.

Wherever possible, the LA will seek a response from schools during the initial contact. This will help ensure applications can be processed as quickly as possible. Where an admissions authority for a school is not in a position to confirm whether a place is available, they will have 5 school days from receipt of details to consider the application, apply the school's oversubscription criteria (if appropriate) and let the LA know whether or not they are able to offer a place at their school. Even if they cannot offer a place, they must still rank the applicant according to their oversubscription criteria and let the LA know what the applicant's position would be on the waiting list, and under which criterion.

14.

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

- (a) confirm with the school that an offer will be made
- (b) ensure that the school knows it cannot offer this place to a later applicant
- (c) send an offer to the parent within 2 working days

15.

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

16.

If a child moves into the area outside the normal admissions round, cannot be offered one of their three preferences and there is no school place available within a *reasonable distance** of the home, the LA will offer a place at the nearest school to the child's home, even if it is not one of the parents' preferred schools, and even if doing so will cause a

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breach of infant class size legislation. The school will treat the child as an excepted pupil as defined by section 2.63 of the School Admission Code.

** Kent's infant class size plan defines a reasonable distance as a maximum 45 minute journey by any appropriate mode of transport. The same discretion will be used if none of the preferences can be offered and the nearest school with a vacancy is more than two miles away (for a child aged under eight) or more than three miles away (for a child aged over eight).*

17.

If the child is already attending a school in the local area, no alternative school place will be offered.

18.

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

19.

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.

20.

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

Determining Offers in Response to the QFA

21.

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

22.

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

23.

Where the LA agrees that the QFA has been used correctly, the school can organise an induction for the pupil at the earliest opportunity. No further confirmation will be issued by the LA and the parent will be contacted by the school directly.

24.

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

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Offers for IYCAF

25.

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

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

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

26.

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.

27.

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, as set out in paragraph 16. 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.

28.

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

Acceptance/Refusal of Places

29.

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

30.

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

Waiting Lists

31.

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.

32.

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

Appeals

33.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on the IYCAF. Parents offered their first preference school will not be invited to appeal for lower preferences but it is their right to do so if they choose to.

34.

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.

35.

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".

36. 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.

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37. 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 by the LA
Foundation school	Such of the schools as are Foundation schools
VA schools	Such of the schools as are Voluntary Aided schools
VC schools	Such of the schools as are Voluntary Controlled schools
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 oversubscription 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.
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.

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QFA	Quick Form Applications – This is a form that may be used at a Kent LA school’s discretion where it has more than 5 places in the relevant year group to which a parent wishes to apply for their child. In using a Quick Form a parent is in effect confirming they only wish to be considered for the one school and the school is confirming it has more than 5 places available in the relevant year group. On this basis the LA is able to fast track such an application.
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.