



Dated: 1st February 2012

Appendix A

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

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

Produced by:
Admissions and Transport

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Introduction / Background

Each year, Kent County Council 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 Kent County Council to secure agreement on the Admissions Scheme from all admission authorities including Academies in Kent. If Kent County Council does not secure this agreement we must inform the Secretary of State no later than the 15 April who will then impose a scheme to which all admission authorities must adhere.
 - This consultation ran from 9.00 am on Tuesday 15 November 2011 until Friday 13 January 2012. Every Kent School and Academy is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not respond.**
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Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3)

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

Year R applications are for children born between 1 September 2008 and 31 August 2009.
Year 3 applications are for children born between 1 September 2005 and 31 August 2006.

The Key Scheme dates are:

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

In addition this scheme:

- (a) Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria.
- (b) Confirms that on **29 May 2013** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. After **29 May 2013**, Kent County Council will consider late

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applicants through the process described in paragraph 27. Schools will maintain waiting lists for the remainder of the reallocation process and will fill vacancies as they arise to children on their waiting lists. Schools must notify Kent County Council of any offers that are made.

Kent County Council 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). Kent County Council 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 Kent County Council area and schools in other Local Authority areas (including Voluntary Aided (VA) and Foundation schools and Academies). Kent County Council will coordinate the preference information with other Local Authorities .

4.

Online applications, RCAFs /JCAFs and supporting publications will:

- (a) Invite parents to express up to **three** preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).
- (b) Invite parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible,
 - (ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.
- (d) Specify the closing date for applications and where paper RCAFs/JCAFs must be returned to, in accordance with paragraph 9.

5.

Kent County Council will make appropriate arrangements to ensure:

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- (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 Kent County Council, 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 Kent County Council, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to read/print.

6.

Only preferences expressed on a submitted online application (via www.kent.gov.uk/ola) or on a paper RCAF/JCAF are valid applications. Completion of a schools' Supplementary Information Form alone does not constitute a valid application.

7.

A Foundation or Voluntary Aided school or Academy can ask parents who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested direct from the school or via Kent County Council's website (where supplied) and must be returned to the school by the closing date for applications as defined within the Kent County Council co-ordinated admissions scheme. All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including Kent County Council, 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 Kent County Council 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 Kent County Council.

9.

Completed applications must be submitted online and paper RCAF/JCAF returned to Kent County Council or any Kent Primary School by **16 January 2013**.

10.

Kent County Council will act as a clearing house for the allocation of places.

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

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

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Kent County Council will allocate places in accordance with paragraph 14.

11.

By 8 February 2013 – Kent County Council 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, Kent County Council will have also completed any data exchange with other Local Authorities by this date.

12.

By 12 February 2013 – Kent County Council 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 Kent County Council's list can be considered for places on the relevant offer day.

13.

By 1 March 2013 – All Kent primary, infant and junior schools, including academies, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. **1 March 2013** will also be the final deadline by which any school or academy may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its coordination responsibilities.

14.

By 7 March 2013 - Kent County Council 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 Local Authority.

By this date Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent LA's area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

15.

By 27 March 2013 - Kent County Council will inform schools of the pupils to be offered places at their school.

16.

On offer day, **5 April 2013** – Kent County Council will:

(a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.

- (a) The name of the school at which a place is offered.

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- (b) Information about the right of appeal against the decisions to refuse places at other named schools.
- (c) Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

(b) send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference. The letter will give:

- (a) The name of the school at which a place is offered.
- (b) The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
- (c) Information about the right of appeal against the decisions to refuse places at other named schools.
- (d) Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters **no later than 3 May 2013**.

17.

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

18.

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

19.

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

20.

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

21.

After 29 May 2013 – Schools will make offers from their waiting lists for any spaces available. Schools must inform Kent County Council whenever an offer is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with

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

22.

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

23.

After the **3 May 2013** but before **29 May 2013**, any applicant who has not joined a school's waiting list will be directed to the school to register their desire to join the list, but schools will not be able to make offers to these applicants until after **29 May 2013** when waiting lists are returned to the school. All applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2013.

24.

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

Late Applications

25.

The closing date for applications in the normal admissions round (as above) is **16 January 2013**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by Kent County Council before **Friday 25 January 2013**.

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

26.

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

27.

Late applications received after **3 May 2013** (the deadline for inclusion in any reallocations made on **29 May 2013**) must be made to, and processed by, Kent County Council. These will be considered by Kent County Council after **29 May 2013**, when Kent County Council will contact schools with children's details so that Late Applicants can be ranked in accordance with schools' oversubscription criteria. If a place can be offered, Kent County Council will notify parents. Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference. If a place cannot be offered at any of the schools parents have applied for Kent County Council will allocate a place at an alternative school. Late applications made direct to schools must be forwarded to Kent County Council immediately.

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Section 2 –

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

In-Year Casual Admission Form.

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

Parents will be able to obtain information about the process and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries relating to the process can be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

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

2.
The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

3.
The IYCAF must be used as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council Local Authority area wishing to express a preference for their child:

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

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

4.
The IYCAF will:

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

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

(d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.

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

5.

Kent County Council will make appropriate arrangements to ensure:

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

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

6.

IYCAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt. IYCAFs for schools located in another Local Authority must be returned to Kent County Council who will forward them to the relevant Local Authority no later than 5 days from receipt.

7.

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

Supplementary Information Forms (SIFs)

8.

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

9.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or if the child is resident in another area, the home Local Authority's Common Application Form). When SIFs are received the school must ensure that the IYCAF or neighbouring Local Authority's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to

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complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

10.

a)

Children with Statements of Special Educational Need (SSEN) –

Pupils with a Statement of Special Educational Need do not apply to Kent County Council's School Admissions Team 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 Kent County Council's SEN & R team, who must have regard to Schedule 27 of the Education Act 1996 *the LA must name the maintained school that is preferred by parents providing that:*

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

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

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

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

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

Other Authorities looking for Kent school places for statemented pupils will need to contact Kent County Council's 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 or who ceased to be so because they were adopted, Kent County Council - 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 or who ceased to be so because they were adopted, 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, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent County Council 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). Kent County Council 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

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school refuses to admit the child Kent County Council, as corporate parent, will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

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

c)

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

11.

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

Offers for IYCAF

12.

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

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

The letter will notify parents that they need to respond to accept or refuse the offer of a place within 10 days.

13.

Where Kent County Council receives notice from another Local Authority (“the home authority”) that the parents of a child from outside Kent have applied to a Kent school, Kent County Council will forward the application to the relevant school. Kent County Council will notify the home authority of the determination so that the home authority can make an offer. Once an offer has been made, schools will contact parents to arrange a start date.

14.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant LA and inform the parent of the outcome.

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

15.

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

16.

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

Acceptance/Refusal of Places

17.

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

18.

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

Waiting Lists

19.

The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

20.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the spring term in the admission year. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

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Appeals

21.

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

22.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

23.

The scheme shall apply to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

24.

In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.
