



Dated: 1st February 2012

Appendix B

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

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

Produced by:
Admissions and Transport

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Introduction / Background

Each year, Kent County Council is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Kent County Council Local Authority area for entry at the normal time of admission (Year 7 for secondary schools, Year R for infant and primary schools and Year 3 for junior schools) and also for all year groups throughout the academic year (In-Year Admissions).
 - There is a duty on Kent County Council to secure agreement from all admission authorities including academies in Kent. If Kent County Council does not secure agreement from all the admission authorities and academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and academies must adhere.
 - The 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 where a school chooses not to comment it will constitute full acceptance to the proposed scheme.**
 - Cranbrook School is the only school in Kent where the normal point of entry is at Year 9. For Kent residents application forms are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. (Non Kent parents must apply through their home authority's In Year admissions process.)
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Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in September 2013.

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

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Friday 1 June 2012
Closing date for registration	Monday 2 July 2012
Test date for pupils in Kent primary schools	Wednesday 12 & Thursday 13 September 2012
Test date for out of county pupils	Saturday 15 September 2012
Assessment decision sent to parents	Wednesday 17 October 2012
National Closing Date for Secondary Common Application Forms (SCAF)	Wednesday 31 October 2012
Final closing date for exceptional late applications.	Monday 5 November 2012
First data exchange with neighbouring Authorities	By Monday 3 December 2012
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Monday 10 December 2012
Applicant details sent to schools to apply oversubscription criteria – ranking lists sent	By Thursday 3 January 2013
Ranked lists returned to Kent County Council by all schools	No later than Monday 21 January 2013
Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils	By Thursday 21 February 2013 (<i>note – during half term</i>)
National Offer Day: e-mails sent after 4pm and letters sent 1 st class post (see paragraph 30)	Friday 1 March 2013
Schools send out welcome letters	Not before Wednesday 6 March 2013
Deadline for late applications and waiting list requests to be included in the Kent County Council reallocation stage	Tuesday 19 March 2013
Date by which places should be accepted or declined to schools. Kent County Council will send schools waiting lists to put into oversubscription criteria order	Thursday 21 March 2013
Schools to send their ranked waiting list and acceptance and refusals to Kent County Council	Wednesday 27 March 2013
Kent County Council re-allocates places that have become available from the schools' waiting lists. After this point schools will take back ownership of their waiting lists for the remainder of the reallocation process and are free to make offers	Wednesday 17 April 2013

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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 their over-subscription criteria.
- (b) Confirms that on **17 April 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 **17 April 2013**, Kent County Council will consider late applicants through the process described in paragraphs 17 to 20. Schools will maintain waiting lists for the remainder of the reallocation process and will fill vacancies as they arise to children on their waiting lists. Schools must notify Kent County Council of any offers that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including academies engaged in the sharing of admissions data will manage personal information in accordance with Data Protection principles.

1.

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

2.

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

3.

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

- (a) to be admitted to a school within the Kent County Council 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).

4.

The SCAF will:

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- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the Kent County Council area, and to rank each school according to their order of preference. Kent residents **must** complete a Kent SCAF. Residents outside Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF etc).
- (b) invite parents to give their reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) explain that the parent will receive no more than one offer of a school place and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
- (d) specify the closing date for applications and where paper SCAFs must be returned to.

5.

The LA will make appropriate arrangements to ensure:

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

6.

Completed applications must be submitted online and paper SCAFs returned to Kent County Council or any Kent primary school by **31 October 2012**. This is a National Closing Date set by Department for Education which falls at the end of Kent's half term. Due to holidays, some parents may not be able to discuss with primary school headteachers suitable schools before this date, consequently to support parents applications will be accepted by Kent County Council as 'on time' as long as they are received **no later than 5 November 2012**.

7.

To help Kent County Council ensure that everyone who needs to make an application has done so, primary schools may ask parents for a note of their online application reference, or – if they have concerns – may ask the online admissions team to check that an online application has been submitted by parents of children attending their school. This is an important safeguarding measure schools are encouraged to support.

Supplementary Information Forms (SIFs)

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8.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form alone does not constitute a valid application. Where schools use supplementary information forms they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

9.

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

10.

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

Testing

11.

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

Barton Court Grammar School	Maidstone Grammar School
Borden Grammar School	Maidstone Grammar School for Girls
Chatham House Grammar School	Mayfield Grammar School, Gravesend
*Chaucer Technology School	Norton Knatchbull
Clarendon House Grammar School	Oakwood Park Grammar School
Dane Court Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School	Simon Langton Girls' Grammar School
Dartford Grammar School for Girls	Simon Langton Grammar School for Boys
**Dover Grammar School for Boys	Sir Roger Manwood's School
**Dover Grammar School for Girls	Skinner's School
Folkestone School for Girls	Tonbridge Grammar School
Gravesend Grammar School	Tunbridge Wells Girls' Grammar School
Harvey Grammar School	Tunbridge Wells Grammar School for Boys

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Highsted Grammar School	Weald of Kent Grammar School
Highworth Grammar School for Girls	Wilmington Grammar School for Boys
Invicta Grammar School	Wilmington Grammar School for Girls
Judd School	

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

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

12.

Registration for the Kent grammar school tests will open on **1 June 2012**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **2 July 2012**.

13.

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

for in-County pupils on **12 and 13 September 2012**

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

Registration is open to parents of children resident in the UK, and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to secondary school in September 2012.

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

If the parent chooses to name a Kent grammar school (which uses the Kent Procedure for Entrance to Secondary Education) on the SCAF for a child who has not taken the test, this preference will be treated as invalid because the child will not have met the entry criteria. In these circumstances a child will not have an opportunity to sit the Kent test until after **17 April 2013**

14.

In the following exceptional circumstances, where a child is unable to sit the Kent grammar school tests on the specified dates, arrangements will be made for testing to take place by the end of January 2013:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent County Council area after the closing date for test registration. (NB: This can only be arranged if parents have provided proof of residency and return the late paper SCAF before **10 December 2012**.)

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Outside these specific circumstances, children who have not registered for testing but want a grammar school place will not have an opportunity to sit the test until after **17 April 2013** when parents can submit a further application or, if they have been refused admissions, make and appeal to the Independent Appeal Panel.

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

15.

Following the conclusion of the assessment process Kent County Council will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1st class post on **17 October 2012**, to arrive on **18 October 2012**. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on **17 October 2012**.

16.

Parents will have until **31 October 2012** to complete their online application or return their paper SCAF to Kent County Council. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by Kent County Council as 'on time' as long as they are received **no later than 5 November 2012**. There is no right of appeal against the assessment decision, but after **1 March 2012** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school.

Late applications received after the SCAF closing date but before 10 December 2012

17.

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

18.

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. Applications will be accepted up until **10 December 2012**, where it is confirmed by the appropriate authority that the family will be resident in Kent by **1 September 2013**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / rights to appeal as other applicants.

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

19.

The LA will hold these late applications until they are processed on **17 April 2013**. To allow the necessary work to be completed, applications must be received by **19 March 2013** to be included in the **17 April 2013** reallocation. Late applications made after **19**

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March 2013 will be processed in accordance with the Kent County Council's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2013'. Reallocation of places means that Kent County Council will offer any vacant places to pupils on a school's waiting list (please refer to paragraphs 36 and 37 below)

Late applications received after 19 March 2013

20.

Late applications received after **19 March 2013** (the deadline for inclusion in any reallocations made on **17 April 2013**) must be made to, and processed by, Kent County Council. These will be considered by Kent County Council after **17 April 2012**, 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. 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. As schools will regain the ability to make offers to waiting list applicants that were not late from **17 April 2013**, special care must be taken to ensure that late applicants are not disadvantaged.

Applications Made Direct to Schools

21.

Applications made on the SCAF and returned direct to any school must be forwarded to Kent County Council immediately. Where only the Supplementary Information Form (SIF) is received the school must inform Kent County Council immediately so it can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete a SCAF. After the Kent County Council reallocation has taken place on **17 April 2013**, parents that did not name the school on their original SCAF can contact the school directly to request to join the waiting list. Late applications must be forwarded to Kent County Council immediately.

Determining Offers in Response to the SCAF

22.

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

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

Kent County Council will allocate places in accordance with the provisions set out in paragraph 26.

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23.

By 10 December 2012 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date;
- (c) send parent and pupil details to those schools requesting such details to match against supplementary forms;
- (d) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

24.

By 3 January 2013 Kent County Council will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the online application or paper SCAF.

25.

No later than 21 January 2013 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria and provide **the LA** with a list of all applicants ranked according to the school's oversubscription criteria. **21 January 2013** will also be the final deadline by which any school or academy may notify Kent County Council of its 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.

26.

By 15 February 2013 the LA will match this ranked list against the ranked lists of the other schools named and:

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

27.

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

28.

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, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. Kent County Council will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

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29.

By 21 February 2013 Kent County Council will inform its secondary schools and Academies of the pupils to be offered places at their establishments, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Kent County Council will also inform all Kent primary schools of offers made to their Kent pupils.

Offers – 1 March 2013

30.

On 1 March 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.
 - (b) Information about the right of appeal against the decisions to refuse places at other named schools.
 - (c) Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.
- (b) Send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference.. The letter will give:
 - (a) the name of the school at which a place is offered;
 - (b) the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
 - (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - (d) advice on how to apply for a place on the waiting list for any school named on the SCAF. *Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school;*
 - (e) advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

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

31.

Parents who reside in other Local Authorities, 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 Local Authority on **1 March 2013**.

32.

Kent pupils who have not been offered a place at any of the schools nominated on their

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SCAF will be offered a place by Kent County Council at an alternative school in the Kent County Council area, following consultation with individual schools. This place will be offered on **1 March 2013**.

33.

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

Acceptance/Refusal of Places - 21 March 2013

34.

On **21 March 2013** the schools will check to see whether a response from each pupil who was offered a place on **1 March 2013** has been received. Acceptances/refusals must be made in writing or via e-mail. If a response has not been received by **21 March 2013**, it will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required. On **27 March 2013** schools will return details of acceptances and refusals to Kent County Council.

35.

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

Waiting Lists

36.

Kent County Council will keep a waiting list for all schools up to **17 April 2013**. This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **1 March 2013** and who have asked to be included on the school's waiting list;
- (b) late applicants whose applications were/are sent to the school by Kent County Council.

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

37.

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

38.

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

- (a) applicants named in paragraph 36 above
- (b) applicants who did not name the school on their SCAF and now wish to be

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considered for a place at the school.

- (c) Late applicants who have not previously been considered for a place at any Secondary school whose details were/are sent to the school by Kent County Council.

39.

Schools must inform Kent County Council whenever an offer is made so that it Kent County Council can record all activity. If a school has reached its Published Admission Number an applicant will not normally 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 SEN apply. The Authority will maintain a database from March to September 2013, for the purpose of its initial reallocation, recording offers that schools have made by schools after Kent County Council reallocation and the processing of any new applications received post **17 April 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 secondary school application through the Secondary Transfer scheme. If a place can be offered to a non-Kent child or to a Late Applicant, the school must notify Kent County Council 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 SCAF, but have subsequently decided to apply for a school place.

Appeals

40.

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

41.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after **17 April 2013** the school can offer the place, without the appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. (*Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.*)

Applications after 17 April 2013 for Year 7 places

42.

New applicants for Year 7 places who apply after **17 April 2013** and before **19 July 2013** must apply to Kent County Council by completing the paper Late Secondary Application Form. The offer will be made by Kent County Council and recorded on the pupil database. If the new applicant cannot be allocated a place at any school requested by the parent, Kent County Council will make an alternative offer and advise the parent of their right to appeal and to ask for their child's name to be put on a waiting list. Parents that have moved a sufficient distance to require all new preferences will be treated in the same way as late applications.

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

In-Year Casual Admission Form.

1.

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

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

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 by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child:

- (a) to be admitted to a school within the Kent County Council 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 to Kent County Council. Schools must ensure that Kent County Council is informed of all applications made to them and current pupil numbers. 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 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 at any of their local schools.
5.
The LA 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 secondary 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 school 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 LA who wish to name a Kent school as a preference must apply to their LA following their defined process. The parent's LA will forward all relevant information to Kent County Council, who will in turn pass this information to schools. Schools will inform Kent County Council if an offer can be made, which Kent will forward to the home LA, who in turn, will liaise with their parent.
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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 consultation document, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.
9.
A SIF is not a valid application by itself: this can be made only on the IYCAF (or if the child is resident in another area, the home LA's Common Application Form). When SIFs are received the school must ensure that the IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly

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required for the governing body to apply its oversubscription criteria.

Schools which have entrance tests

10.

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

11.

a)

Children with Statements of Special Educational Need (SSEN) –

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

Any application received by Kent County Council for a child with a Statement of Special Educational Need will be referred directly to Kent County Council's Special Educational Needs & Resources team (SEN & R), 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 (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

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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 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 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 as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign & Commonwealth Office.

12.

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

Offers for IYCAF

13.

The school will notify applicants resident in 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. (Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school);
- (e) contact details for the school and Kent County Council 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.

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

14.

Where Kent County Council receives notice from another LA (“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.

15.

Where the parents of a Kent pupil have applied to a school outside Kent, Kent County Council will have regard to information received from the relevant LA and inform the parent of the outcome. Depending on the other LA’s determined process, the parent or Kent County Council will confirm the acceptance or refusal of the place.

16.

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

17.

Schools must inform 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

18.

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

19.

The school will notify 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

20.

The admission authority for each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list. A copy of the waiting list must be provided to Kent County Council and updated each time there is a change. (*A grammar school can only put children on its*

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waiting list if they have been assessed as suitable for a grammar school.)

21.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not normally 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 Statements of Special Education 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).

Appeals

22.

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

23.

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

24.

The scheme shall apply to every maintained secondary school and Academy in Kent County Council area (except special schools).

25.

In any years subsequent to 2012, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.
