



Dated: November 2010

Appendix B

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

Secondary Admissions

Academic Year 2012/13

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

Produced by:
Admissions and Transport

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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 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 the LA to secure agreement from all admission authorities including academies in Kent. If the LA 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.
 - 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 2012.

Year 7 applications are for children born between 1 September 2000 and 31 August 2001.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Wednesday 1 June 2011
Closing date for registration	Friday 1 July 2011
Test date for pupils in Kent primary schools	Tuesday 13 & Wednesday 14 September 2011
Test date for out of county pupils	Saturday 17 September 2011
Assessment decision sent to parents	Monday 17 October 2011
National Closing Date for Secondary Common Application Forms (SCAF)	Monday 31 October 2011
Final closing date for exceptional late applications.	Friday 4 November 2011
First data exchange with neighbouring Authorities	By Friday 2 December 2011
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Friday 9 December 2011
Applicant details sent to schools to apply oversubscription criteria – ranking lists sent	By Tuesday 3 January 2012
Ranked lists returned to LA by all schools	No later than Friday 20 January 2012
Secondary schools sent lists of allocated pupils - primary schools informed of destination of their pupils	By Tuesday 21 February 2012 (<i>note – during half term</i>)
National Offer Day: e-mails sent after 4pm and letters sent 1st class post	Thursday 1 March 2012
Schools send out welcome letters	Not before Tuesday 6 March 2012
Date by which places should be accepted or declined	Thursday 22 March 2012
LA re-allocate places that have become available from the schools' waiting lists. Note- In year applications received during these periods will be included in the reallocations.	Monday 2 April 2012 Friday 4 May 2012 Friday 8 June 2012 Friday 6 July 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 their over-subscription criteria.
- (b) Confirms that after **2 April 2012**, the LA will consider applicants through the normal waiting list / In-Year procedures.

The LA 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). The LA cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education knows how to apply for a school place 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 LA area wishing to express a preference for their child:

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

4.

The SCAF will:

- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the LA's 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.

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(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 the LA, 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 the LA, from all Kent maintained primary schools and is also available on the Kent County Council website to read/print.

6.

Completed applications must be submitted online and paper SCAFs returned to the LA or any Kent primary school by **31 October 2011**. 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 the LA as 'on time' as long as they are received **no later than 4 November 2011**.

7.

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

Supplementary Information Forms (SIFs)

8.

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

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

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criteria to the application. Where a SIF is required it must be requested from the school or the LA and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.

10.

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

Testing

11.

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

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

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

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12.

Registration for the Kent grammar school tests will open on **1 June 2011**. 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 **1 July 2011**.

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 **13 and 14 September 2011**

for out-County pupils on **17 September 2011** (practice test **10 September 2011**)

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 "quartermaster 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 **2 April 2012**.

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 2012:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent LA 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 **9 December 2011**.)

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 **2 April 2012**. Parents would need to submit a Late Secondary Application Form to the LA.

Parents will need to follow the late applications process set out in the LA's booklet "Admission to Secondary School in Kent 2012".

15.

Following the conclusion of the assessment process the LA 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 2011**, to arrive on **18 October 2011**. 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 2011**.

16.

Parents will have until **31 October 2011** to complete their online application or return their paper SCAF to the LA. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by the LA as 'on time' as long as they are received **no later than 4 November 2011**

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 9 December 2011

17.

The closing date for applications in the normal admissions round is **31 October 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before **9 December 2011** 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 **9 December 2011**, where it is confirmed by the appropriate authority that the family will be resident in Kent by **1 September 2012**.

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 9 December 2011 but before 2 April 2012

19.

The LA will hold these late applications until they are processed on **2 April 2012**.

Applications made after **2 April 2012** will be processed in accordance with the LA's reallocation processes as published in the booklet 'Admission to Secondary School in Kent 2012'. Reallocation of places means that the LA will offer any vacant places to pupils on a school's waiting list (please refer to paragraphs 35 and 36 below) on the dates specified in the timetable above.

Applications Made Direct to Schools

20.

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

Determining Offers in Response to the SCAF

21.

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

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

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

22.

By 9 December 2011 the LA 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 LA area.

23.

By 3 January 2012 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the online application or paper SCAF.

24.

No later than 20 January 2012 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria and provide the LA with a list of all applicants ranked according to the school's oversubscription criteria.

25.

By 16 February 2012 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.

26.

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

27.

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

28.

By 21 February 2012 the LA will inform its secondary schools and Academies of the pupils to be offered places at their establishments, and will inform other LAs of places to be offered to their residents in its schools and Academies. The LA will also inform all Kent primary schools of offers made to their Kent pupils.

Offers – 1 March 2012

29.

On 1 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:
 - (i) the name of the school at which a place is offered;
 - (ii) the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
 - (iii) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - (iv) 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;*
 - (v) advice on how to find contact details for the school and LA and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

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

30.

Parents who reside in other LAs, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA on **1 March 2012**.

31.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be offered a place by Kent LA at an alternative school in the LA area, following consultation with individual schools. This place will be offered on **1 March 2012**.

32.

Secondary schools and Academies will send their welcome letters **no earlier than Tuesday 6 March 2012**.

33.

Acceptance/Refusal of Places - 22 March 2012

On **22 March 2012** the LA will check to see whether a response from each pupil who was offered a place on **1 March 2012** has been received. Acceptances/refusals must be made in writing or via e-mail. Where possible, the LA will provide a mechanism to allow parents to accept online. If a response has not been received by **22 March 2012**, it will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

34.

After **2 April 2012** the LA will reallocate any vacant places that have become available at all schools on the dates specified within this scheme.

Waiting Lists

35.

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

- (a) all applicants who named the school on the SCAF and were not offered a place on **1 March 2012** and who have asked to be included on the school's waiting list;
- (b) late applicants whose applications were/are sent to the school by the LA.

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

36.

Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. The LA will initially reallocate vacant places on **2 April 2012** and subsequently on the dates specified in this scheme. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or with SSEN apply. The Authority will maintain a database from March to September 2012, for the purpose of reallocation and the processing of any new applications received post 2 April 2012. To maintain the database, admission authorities must advise the LA when a place becomes available in order that the LA can offer it to the highest ranked pupil on the waiting list, and advise whether the parent has accepted or declined the offer. Admissions Authorities must ensure the LA is provided with a current copy of the waiting list where parents have made direct contact with the school.

Appeals

37.

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

38.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after **2 April 2012** the school will inform the LA. The place can then be offered in the next reallocation without the appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.)*

Applications after 2 April 2012 for Year 7 places

39.

New applicants for Year 7 places who apply after **2 April 2012** and before **6 July 2012** must apply to the LA by completing the paper Late Secondary Application Form. The offer will be made by the LA and recorded on the pupil database. If the new applicant cannot be allocated a place at any school requested by the parent, the LA will make an alternative offer and advise the parent of their right to appeal and to ask for their child's name to be put on a waiting list.

Section 2 – Details of the Co-ordinated Scheme for Secondary 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 the normal admissions round. Enquiries can also be made via e-mail (kentinyearadmissions@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 its '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 only be made available to schools 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 by parents resident in the LA area as a means of expressing one or more preferences 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 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 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 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 any year from Year 7 to Year 11 parents can express **up to four** preferences.
- (b) invite parents to give their reasons for each preference and give details of any siblings that may be attending any one of the preferred schools.
- (c) explain that the parent will receive no more than one offer of a school place and that:
 - (i) a place will be offered at the highest nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school 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).

5.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF and QFA are available in paper form on request from the LA and from all maintained secondary schools and Academies in the LA 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 and QFAs must be returned to the LA as soon as possible to enable the Admissions and Transport Office to process them quickly, and no later than 5 school 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 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. As QFAs can 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. The school should also send the LA a copy of the Supplementary Information Form if so requested. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

Schools which have entrance tests

9.

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

10.

a)

Children with Statements of Special Educational Need (SSEN) –

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

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

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

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

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

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

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

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

b)

Children in Local Authority Care (LAC)

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

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

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

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

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

c)

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

11.

Children who are not successful in gaining any place they want will be allocated a 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

12.

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

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

The LA will allocate places in accordance with the provisions set out in paragraph 15.

13.

Within 5 school days from receipt of a completed IYCAF, the LA will contact schools in priority order. If the first school cannot offer a place, the next school will be contacted. The LA will ensure that, where there are multiple applicants for the relevant year group on the day the place becomes available, all cases are considered at the same time to ensure the correct child is offered a place and no disadvantage is caused. 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.

14.

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 admission 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. (Where a school requires an entry test it must inform the LA when the child will next be able to sit their entry test).

15.

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 not to offer this place to a later applicant
- (c) send an offer to the parent within 1 working day

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.

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

17.

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

18.

The LA will provide the relevant school with 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

19.

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

20.

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

21.

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 not be contacted by the LA directly.

22.

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 it becomes apparent that a child who had applied at the same time was disadvantaged.

Offers for IYCAF

23.

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; except where children have been allocated their highest preference school.
- (d) information on how to apply for a place on the waiting list for any school named on the IYCAF other than where parents have been allocated their highest preference school. (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) information on how to find 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.

24.

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

25.

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

26.

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

27.

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.

28.

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

29.

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 the LA and updated each time there is a change. *(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)*

30.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. 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 waiting 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 Statements of Special Education 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

31.

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.

32.

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

33.

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".

34.

The scheme shall apply to every maintained secondary school and Academy in the LA area (except special schools).

35.

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.

Section 3 – Glossary of Terms

Term	Definition
The LA	means Kent County Council acting in its capacity as local authority
The LA area	means the area in respect of which the LA is the local authority
Primary education	has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	has the same meaning as in section 2(2) of the Education Act 1996
Primary school	has the same meaning as in section 5(1) of the Education Act 1996
Secondary school	has the same meaning as in section 5(2) of the Education Act 1996
School	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
Foundation schools	means such of the schools as are foundation schools
VA schools	means such of the schools as are voluntary-aided schools
Academies	means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Admission authority	in relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
The specified year	means the school year beginning at or about the beginning of September 2012, and at the same time in any successive year in which this scheme is still in force
Admission arrangements	means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Casual admission	means any application for a place in the first year of secondary education that is received after 2 April 2012, including those received during the academic year commencing in September 2012 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year

Appendix B

	group received at any time from the commencement of the scheme.
Eligible for a place	means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
SCAF	refers to the Secondary Common Application Form, completed online or on paper
The Kent grammar school tests	Tests in Verbal reasoning, Non-Verbal reasoning and Mathematics devised by an external body (GL Assessment) for admission to Kent grammar schools
The Kent Procedure for Entrance to Secondary Education (PESE)	the system for determining entry to Kent Grammar Schools
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.
QFA	Quick Form Applications – This is a form that may be used at a Kent LA's school's discretion where it has more than 5 places in the 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 their child 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.