



Admission to Secondary School

September 2019

How do I formally Apply for my Child's Secondary School?



- Parents can name up to 4 preferences on their **Secondary Common Application Form (SCAF)**.
- Parents should list the schools they want their child to go to, in order of preference, on the SCAF and then submit it.
- Parents have the right to appeal to any school they list on the SCAF and so if you are considering a grammar school appeal then you should include these schools on the SCAF (after your preferred high schools).
- Kent Test results are usually returned to parents in October, at which point all parents must complete the Secondary Common Application Form (SCAF) for their child to apply for their preferred secondary school.

An example of a SCAF form can be found here:

https://www.kent.gov.uk/_data/assets/pdf_file/0017/46160/Secondary-school-places-application-form.pdf

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Putting a school on your SCAF form does not automatically mean your child will receive a place there. Each secondary school has its own admissions criteria which your child will need to meet in order to be allocated a place. It is incredibly important that you look at the admissions criteria for each of the schools you would like your child to attend to see how they meet it. If your child does not meet the admissions criteria for any of your preferred schools then the county will allocate your child a school not on your SCAF form.

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- Parents need to submit their application online
- A copy should be sent into school for checking

This is important as we would like to ensure that there are no errors made with allocations

Supplementary Information Forms



Academies/VA/Foundation Schools can require parents to provide additional information (on a supplementary form) but only where this is necessary to apply their oversubscription criteria (e.g. religious affiliation).

Those schools requiring a supplementary form are clearly identified in the admissions guide (SIF Form required). The form should be collected from and returned directly to the secondary school. Please remember to keep a copy and date when the form was handed in.

Procedure for Entrance into Secondary Education

P.E.S.E.

Kent Test

11+

The Kent Test

Test 1: Multiple choice English and Maths paper with a separate answer sheet.

1 hour test

2 sections:

English 5 min practice + 25 min test

Maths 5 min practice + 25 min test

The English section will involve a comprehension exercise as well as some additional questions drawn from a set designed to test literacy skills.

The Kent Test

Test 2: Multiple Choice Reasoning Paper.

1 hour test, including the practice sections and questions.

Verbal Reasoning section & then a Non-Verbal Reasoning section of roughly the same length

Non-verbal reasoning will be split into four sections, administered and timed individually.

The Kent Test

Plus: A writing exercise

This will not be marked but may be used by the 'Headteacher Appeal' panel to review borderline cases, particularly related to any lower English Score

40 minutes will be allowed for the writing task, including 10 minutes planning time.

The Kent Test: Key Dates

Register online by early July if you wish for your child to sit the Kent Test (to assess suitability for grammar school place)

If in doubt, register – can withdraw on the day

Your child's Y5 teachers will support discussions about type of education your child might be suited to

CAT test results in Year 5 support discussions

How is the decision made?

Based on test results

Tests are marked & results are standardised.

Age is taken into consideration - youngest not disadvantaged

Assessment results to schools

Headteacher appeal if necessary

School work/reports

Writing task

Headteacher comments

Parents informed of decision early October

Choice of schools in our local area



- The Archbishops School - H
- Barton Court - G
- Canterbury Academy - H
- Simon Langton Grammar School for Boys - G
- Simon Langton Girls' Grammar School - G
- St Anselms - H
- The Spires - H

Schools further afield where some of our pupils have been awarded places



- Dover Grammar School for Boys- G
- Dover Grammar School for Girls -G
- Folkestone Grammar School for Girls -G
- Harvey Grammar School for Boys - G
- Sandwich Technology College -H
- The Queen Elizabeth's Grammar School – G
- Sir Roger Manwood's -G
- Whitstable Community College -H

How do I make an informed choice ?

1. Discuss this with your child
2. Think about what your child is like – will the school provide for this. e.g. sports/ art
3. Consider where friends are going, but don't let it dictate your whole decision.
4. Don't rule out a school for one thing – look at the bigger picture
5. When you go on a visit, ask questions.
6. Try to get your child's opinion – will they be able to be nurtured and flourish there?

October 2018	Assessment decision sent to parents (postal will arrive in early October)
October 2018	Parent consultations with Year 6 teachers
October 2018	On the last day of Term 1 – please hand in any paper SCAFs to the school office (recommendation is to apply online)
October 2018	National closing day for SCAFs – if applying online (make sure you hand a copy into the school office)
March 2018	National Offer Day. Offer letters posted first class – online applications can be accessed at 4 pm

March 2019	Date by which you should ask to go on a school's waiting list
March 2019	Date by which you choose to accept a place or refuse a place
March 2019	Date by which you should lodge an appeal with any school you have named on your CAF
April 2019	Reallocation of places by KCC; after this date the schools will reallocate on waiting lists as places arise
April to June 2019	Admissions appeals held

Allocating Places



The LA operates an “Equal Preference” scheme.

The LA tells schools who has applied for places, not whether they were named first, second, third or fourth, and the schools place their applicants in a rank order based on their oversubscription criteria.

All applicants must be ranked, even if the school is very oversubscribed or undersubscribed.

The published criteria determine which children can be offered places.

The order in which a parent named the schools on the SCAF only matters if more than one of them could offer a place. In that case, the LA looks back at the original order and offers a place at whichever of them the parent named highest on the form.

Changing Preferences



Once parents have made their preferences, local authorities will not allow them to be changed without a genuine reason for doing so – for example, if the family has recently moved address

If this change of circumstance happens – you need to deal with admissions directly

E-mail - kent.admissions@kent.gov.uk

Phone - 03000 41 21 21

Fax - 01622 696665



If you are in any doubt at all about whether your child will gain a place at your desired school, you can always contact the secondary school directly. Each school will have its own admissions officer who will be able to answer any queries you might have.

From October onwards, secondary schools will hold their 'Open Day' sessions to enable families to visit. We strongly recommend parents take their child along to view as many schools options as possible.