



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

# **Secondary Admissions**

# **Academic Year 2025/26**

**Incorporating Transfer to Year 7 and  
Determined Secondary In-Year Admissions  
Process for Schools**

Produced by:  
Fair Access - Admissions

|  | <b>Page<br/>Number</b> |
|--|------------------------|
| Introduction / Background  | <b>3</b>               |
| Section 1 – Details of the Co-ordinated Scheme<br>for Transfer to Year 7 | <b>4-15</b>            |
| Section 2 – Details of the Secondary InYear<br>Admissions Process        | <b>16-21</b>           |
| <i>Section 3 – Glossary of Terms</i>                                     | <b>22-23</b>           |

## **Contact Details**

Coordinated Admissions  
4<sup>th</sup> Floor  
Invicta House  
Sessions House  
County Hall  
Maidstone  
Kent, ME14 1XQ

Tel: 03000 412121

E-mail: [kent.admissions@kent.gov.uk](mailto:kent.admissions@kent.gov.uk)

## 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).
- Cranbrook School is the only school in Kent with a normal point of entry at Year 9, in addition to a regular Year 7 intake. For Kent residents, application forms for Year 9 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. Year 7 applications are processed in line with the co-ordinated process detailed below.
- Leigh UTC is the only school in Kent with a normal point of entry at Year 10, in addition to a regular Year 7 intake. For Kent residents, application forms for Year 10 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 co-ordinated UTC process. Year 7 applications are processed in line with the co-ordinated process detailed below.

## 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 2025. Year 7 applications are normally for children born between 1 September 2013 and 31 August 2014.

### The Key Scheme dates are:

| <b>Key Action</b>   | <b>Scheme Date</b>              |
|---|---------------------------------|
| Registration for testing opens  | Monday 3 June 2024              |
| Closing date for registration   | Monday 1 July 2024              |
| Application for Secondary Transfer opens  | Monday 2 September 2024         |
| Test date for pupils in Kent Primary schools  | Thursday 12 September 2024      |
| Test date for pupils not in Kent Primary schools from   | Weekend of 14/15 September 2024 |
| Assessment decision sent to parents   | Thursday 17 October 2024        |
| National closing date for application forms   | Thursday 31 October 2024        |
| Final date for acceptance of on time changes to application details   | Thursday 12 December 2024       |
| Summary of applicant numbers sent to Secondary schools (plus info for those needing to arrange additional testing)  | Tuesday 17 December 2024        |
| Full applicant details sent to all Kent Secondary schools for ranking against their over-subscription criteria  | Monday 6 January 2025           |
| Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN  | Friday 17 January 2025          |
| Secondary schools sent list of allocated pupils - Primary schools informed of destination of pupils   | Monday 24 February 2025         |
| National Offer Day: e-mails sent after 4pm  | Monday 3 March 2025             |
| Schools send out welcome letters no earlier than  | Wednesday 5 March 2025          |
| Deadline for late applications and waiting list requests to be included in the Kent County Council reallocation stage. Also the date by which places should be accepted or declined to schools. | Monday 17 March 2025            |
| Date Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria  | Thursday 20 March 2025          |
| Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC   | Thursday 27 March 2025          |
| Deadline for lodging appeals  | Monday 31 March 2025            |
| Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.                 | Thursday 24 April 2025          |

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 **Thursday 24 April 2025** 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. Kent County Council will consider late applicants through the process described in paragraphs 40 to 49. After **Thursday 24 April 2025**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including Academies, co-ordinating Free schools and UTCs 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 using a Secondary Common Application Form (SCAF) either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or via an alternate method available on request. 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 and has access to 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.

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 Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs).
- (b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools and UTCs).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

5.

SCAF and supporting publications will:

- (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) allow parents to give reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) invite parents of looked after and previously looked after children to send Kent County Council evidence that supports the request for consideration under either criteria by **Thursday 12 December 2024**.
- (d) 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.
- (e) specify the closing date for applications and where SCAFs can be submitted, in accordance with paragraph 7.

6.

Kent County Council will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) An alternate method is readily available on request to Kent County Council.
- (c) 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, all Kent maintained Primary and Junior schools and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted by **Thursday 31 October 2024**.

8.

To help Kent County Council ensure that everyone who needs to make an application has done so, Primary and Junior schools may ask parents to confirm that an application has been made. They may also ask the online admissions team to check that an online application has been submitted by parents of children attending their school. These schools will also be sent a list of children that have applied close to the closing date to allow schools to check that every child has applied. These are important safeguarding measures schools are encouraged to support.

### **Supplementary Information Forms (SIFs)**

9.

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

10.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a 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.

11.

### **Children with an Education, Health and Care Plan (EHCP)**

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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
- 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 LA'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 EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

## Assessment

12.

In line with Kent County Council's ongoing commitment to run a selective process, entry to Grammar schools is restricted to children who have been assessed as suitable through the relevant process, most usually via testing. Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day as they may be oversubscribed.

13.

The Kent schools that require children to sit the Kent Grammar school assessment are listed below. Schools which hold alternative assessments will also be highlighted. It is not possible to include details of schools that added alternative tests during their September 2025 consultation period as these consultations were still ongoing at the time of writing:

|                                      |   |
|--------------------------------------|---|
| Barton Court Grammar School          | Maidstone Grammar School                |
| *Borden Grammar School               | Maidstone Grammar School for Girls      |
| Chatham and Clarendon Grammar School | *Mayfield Grammar School, Gravesend     |
| Cranbrook School                     | Norton Knatchbull                       |
| Dane Court Grammar School            | Oakwood Park Grammar School             |
| Dartford Grammar School              | Queen Elizabeth's Grammar School        |
| Dartford Grammar School for Girls    | Simon Langton Girls' Grammar School     |
| *Dover Grammar School for Boys       | Simon Langton Grammar School for Boys   |
| *Dover Grammar School for Girls      | Sir Roger Manwood's School              |
| *Folkestone School for Girls         | Skinners' School                        |
| Gravesend Grammar School             | Tonbridge Grammar School                |
| *Harvey Grammar School               | Tunbridge Wells Girls' Grammar School   |
| *Highsted Grammar School             | Tunbridge Wells Grammar School for Boys |
| Highworth Grammar School for Girls   | Weald of Kent Grammar School            |
| Invicta Grammar School               | Wilmington Grammar School for Boys      |
| Judd School                          | Wilmington Grammar School for Girls     |

\* Schools who also accept pupils who have reached the required standard in their own-school test.

14.

Registration for the Kent Grammar school assessment will open on **Monday 3 June 2024**. Parents wishing their children to sit the Kent Grammar school assessment are required to register with the Kent Admissions Team (either online or using an alternate method available from the team) no later than **Monday 1 July 2024**.

15.

Details regarding the administration of the Kent test for Grammar school will be made available to parents in time for the registration. Where a significant event impedes Kent County Council's ability to provide the assessment process to the following timescales, revised dates will be made available as soon as it is possible to do so.

16.

Kent test will take place:

for pupils attending a Kent school on **Thursday 12 September 2024**

for pupils not attending a Kent school from **Weekend of 14/15 September 2024**

17.

Registration is open to parents of children resident in the UK (not including Crown Dependencies, e.g. Jersey, Guernsey, Isle of Man), and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to Secondary school in **September 2025**.

18.

A child's country of residence is where the child normally lives, 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 a "quartering area" address may be used on production of appropriate evidence.

19.

By **Wednesday 3 July 2024** Kent County Council will send all Kent Primary and Junior schools, including Academies and co-ordinating Free schools, a list of their pupils that have applied to sit the Kent Grammar school tests. Schools will have until **Friday 12 July 2024** to contact parents of children who are interested in Grammar school and who have not yet applied. This date is also the deadline for all schools to submit any special arrangements requests for children sitting the test to Kent County Council.

20.

Late registrations cannot be accepted online. As far as reasonably practicable, registrations for the Kent test from children attending Kent County Council Primary and Junior schools that are received late will be accepted, provided an alternate method for registration is received by Kent County Council by **Tuesday 23 July 2024**. This deadline may be extended where a child is in receipt of an EHCP, is a looked after or previously looked after child or is in receipt of Pupil Premium, and it is practicable to do so. It will not

be possible to accept late applications for children attending non-Kent County Council schools due to the constraints in securing test centre places for this cohort.

21.

If the parent chooses to name a Kent Grammar school on the SCAF for a child who has not taken the appropriate assessment, this preference will be treated as invalid for National Offer Day (**Monday 3 March 2025**) because the child will not have met the entry criteria.

22.

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 **Thursday 2 January 2025**:

- (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 submitted a secondary school application by **Thursday 12 December 2024**.)

23.

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 **Thursday 24 April 2025** when parents can submit a further application through the post reallocation process (detailed in paragraph 49) or the in year admissions process (detailed in Section 2) or, if they have been refused admission, make an appeal to the Independent Appeal Panel.

24.

Following the conclusion of the assessment process Kent County Council will contact parents of all registered children advising them of the assessment decision. Where a parent has provided a valid email address on their Kent Test registration, assessment decision e-mails will be sent after 4pm on **Thursday 17 October 2024**. Parents who have not provided an email address will be sent a letter by 1<sup>st</sup> class post on **Thursday 17 October 2024**.

25.

There is no right of appeal against the assessment decision, however, after **Monday 3 March 2025** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a Grammar school.

### **Determining Offers in Response to the SCAF**

26.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs. 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;

(b) an applicant is eligible for a place at more than one school;

(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 31.

27.

**By Tuesday 17 December 2024** 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 (data may be subject to further validation at this stage);

(c) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

28.

**By Monday 6 January 2025** Kent County Council will advise all Kent Secondary schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

29.

**By Friday 17 January 2025** All Kent Secondary schools, including Academies and co-ordinating Free schools and UTCs, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. 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.

30.

**Friday 17 January 2025** will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

31.

**By Friday 21 February 2025** the LA will match each ranked list against the ranked lists of every other school 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.

32.

**By Friday 21 February 2025** Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

33.

**By Monday 24 February 2025** Kent County Council will inform its Secondary schools 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 and Junior schools of offers made to their pupils. Schools must not share this information with parents before **Monday 3 March 2025**.

34.

**On Offer Day - Monday 3 March 2025** Kent County Council will send an offer email after 4pm to those parents who have provided a valid email address and post an offer letter via first class post for all other parents. The offer notification will detail:

1. the name of the school at which a place is offered;
2. the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
3. information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
4. Information on how to request a place on a waiting list for schools originally named as a preference on their SCAF, if they want their child to be considered for any places that might become available. *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;*
5. advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

35.

The email/letter will notify the applicant parent that they need to respond to the offered school to accept or refuse the offer. It will inform applicant parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

36.

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 **Monday 3 March 2025**.

37.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **Monday 3 March 2025**.

38.

Schools will send their welcome letters **no earlier than Wednesday 5 March 2025**.

### **Acceptance/Refusal of Places - Monday 17 March 2025**

39.

**By Monday 17 March 2025** the applicant parent must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **Monday 17 March 2025**, the school **must** remind the parent in writing of the need to respond within a further ten school days and point out that the place will be withdrawn if no response is received. If the parent fails to respond by this date, a final letter should be sent informing the parent that the offer has been withdrawn. Only after taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place. In cases of shared custody, schools should ensure that confirmation of acceptance or refusal is received from the applying parent.

### **Determining Offers in Reallocation Process**

40.

Kent County Council will collect a reallocation list for all schools up to **Monday 17 March 2025**.

This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **Monday 3 March 2025** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **Monday 17 March 2025**.

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

41.

**By Thursday 20 March 2025** Kent County Council will advise all Kent Secondary schools of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. If a child's circumstances have changed since their original application, Kent County Council will amend their waiting list details up to **Monday 17 March 2025**. Kent County Council will not be able to amend details after this date. The full reallocation list must

be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

42.

**By Thursday 27 March 2025** The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

43.

**On Thursday 24 April 2025** Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 31. Applicants will be sent offers using the same process described in paragraph 34. Schools will be sent a list of all new offers and the remainder of their waiting lists. Late applicants will be added to the waiting list of each school that they have not been offered.

### **Determining Offers after Waiting Lists returned to Schools**

44.

After **Thursday 24 April 2025** waiting lists will be managed by schools and held in oversubscription criteria order. These lists can include

- (a) all applicants who were not offered a place on **Monday 3 March 2025** and who have asked to be included on the school's waiting list and who subsequently were not offered a place on **Thursday 24 April 2025** (children on the waiting list described in paragraph 43);
- (b) applicants who did not name the school on their SCAF and who have approached the school to be considered via In Year Application Form (IYAF).
- (c) Late applicants who have not previously been considered for a place at any Secondary school and who have approached the school to be considered via Post Reallocation Secondary Common Application Form (PRSCAF).

45.

**After Thursday 24 April 2025** Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **Monday 28 April 2025** before making offers to allow all parents an opportunity to receive their email/letter detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number, or an agreed number in excess of its Published Admissions Number as specified in paragraph 1.4 of the Admissions Code, an applicant should not 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 an EHCP apply.

### **Handling of Late Applications:**

**Applications received after the SCAF closing date until Thursday 12 December 2024**

46.

The closing date for applications in the normal admissions round (as above) is **Thursday 31 October 2024**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered in the same way as 'on time' applications, provided they are received by Kent County Council by **Thursday 12 December 2024**. On time applicants can also request to amend their application up to this point for a good reason, but these requests must be made in writing to the admissions team as amendments made to the online system after **Thursday 31 October 2024** will be ignored.

47.

Exceptional provision is made for the families of UK Service Personnel and Crown Servants as required by the School Admissions Code. Applications will be accepted up until **Thursday 12 December 2024**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2025**. 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 / right to appeal as other applicants.

#### **Applications received after Thursday 12 December 2024 but before Monday 17 March 2025**

48.

Applications received after Thursday 12 December 2024 but before Monday 17 March 2025 (the deadline for inclusion in any reallocation made on **Thursday 24 April 2025**) will not be considered for places on **Monday 3 March 2025**, but will be included in the re-allocation of places on **Thursday 24 April 2025** as defined above.

#### **Applications received after Monday 17 March 2025**

49.

Late applications received after **Monday 17 March 2025** (the deadline for inclusion in any reallocation made on **Thursday 24 April 2025**) must be made directly to the LA. Parents will apply using the Post Reallocation Secondary Common Application Form (PRSCAF). Kent County Council will support and advise parents. These will be considered after **Thursday 24 April 2025**, in accordance with a process similar to the in year admissions process (detailed in Section 2).

#### **Cancelling applications**

50.

Applications considered as 'on time' detailed in paragraph 7 and 46 can be cancelled or individual preferences can be removed by the applicant up to **Monday 17 March 2025** (the deadline for waiting list requests and late applications). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

51.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process, providing that they do not name any preferences that appeared on their original application. The deadline for these late applications is **Monday 17 March 2025**.

52.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **Thursday 24 April 2025**.

### **Appeals**

53.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **Monday 31 March 2025** for it to be considered as on time.

54.

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, which is held in accordance with the school's oversubscription criteria. *(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.)*

55.

Appeals are not to be heard prior to the Kent Reallocation Day on **Thursday 24 April 2025**.

## **Section 2 –**

### **Details of the Secondary In-Year Admissions Process for Schools**

#### **In-Year Admission Form.**

1

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

2.

Kent County Council will produce a standard form, known as the **In-Year Admission Form (IYAF)**, 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.

3.

As Kent does not co-ordinate In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYAFs 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](mailto:kentinyearadmissions@kent.gov.uk)). Information and IYAFs will also be available on the Kent County Council's website to read and print.

6.

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

7.

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

8.

The IYAF 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 to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs)

9.

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. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that county's In-Year process.

10.

The IYAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.

- (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.
- (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.
- (f) explain where they can find information about applying to non-Kent schools.

11.

The LA will make appropriate arrangements to ensure:

- (a) that the IYAF are available in paper form on request from Kent County Council and from all maintained Secondary schools, Academies and Co-ordinating Free Schools and UTCs in the Kent County Council area; and
- (b) that the IYAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

12.

IYAFs for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt.

### **Supplementary Information Forms (SIFs)**

13.

All completed IYAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYAF, 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 (where supplied) and returned to the school. All schools that use SIFs must include the proposed form in their published admission arrangements.

14.

A SIF is not a valid application by itself: this can only be made on the IYAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the IYAF 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 required for the governing body to apply its oversubscription criteria.

### **Schools which have entrance tests**

15.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYAF 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 available.

16.

a)

### **Children with an Education, Health and Care Plan (EHCP)**

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), 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
- 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 LA'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 EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

b)

### **Children in Local Authority Care (CiC) and Children Adopted from Care**

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 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 Admission 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 initiate proceedings required to direct the school in question or consider if other education provision may be in the better interest of the child.

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

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent’s preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage other applications.

### **Determining Offers in Response to the IYAF**

17.

The school will notify applicants resident in Kent County Council area with 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, Voluntary Aided schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

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

18.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

19.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. 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.

20.

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

21.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

### **Acceptance/Refusal of Places**

22.

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school 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 in writing 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.

23.

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.

24.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

### **Waiting Lists**

25.

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 IYAF but could not be offered a place and have asked to be placed on a waiting list. (*A Grammar school*

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

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in 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 Education, Health and Care Plans apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. 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**

27.

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

28.

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.*

## **Section 3 – Determined Statutory Consultation Area for Kent Secondary schools**

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every seven years and in any year that changes are proposed.

The relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed below:

| <b>District</b> | <b>District Areas</b>  |
|-----------------|--|
| <b>Thanet</b>   | Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.  |
| <b>Dover</b>    | Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate. |

|                               |   |
|-------------------------------|---|
| <b>Canterbury</b>             | Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Shepherdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.  |
| <b>Swale</b>                  | Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.  |
| <b>Folkestone &amp; Hythe</b> | Folkestone and Hythe District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.  |
| <b>Ashford</b>                | Ashford Borough plus Brenzett, Lypne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.  |
| <b>Maidstone</b>              | Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Wateringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted & Fairseat. |
| <b>Gravesham</b>              | Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.  |
| <b>Dartford</b>               | Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.  |
| <b>Sevenoaks</b>              | Sevenoaks District plus Dartford Borough, Stansted & Fairseat, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.  |
| <b>Tonbridge</b>              | Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.   |
| <b>Malling</b>                | Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.   |
| <b>Tunbridge Wells</b>        | Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.  |
| <b>Cranbrook</b>              | Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.  |

## Glossary of Terms

| <b>Term</b>                    | <b>Definition</b>   |
|--------------------------------|---|
| <b>LA</b>                      | <i>A Local Authority</i>  |
| <b>The LA</b>                  | <i>Kent County Council</i>  |
| <b>The LA area</b>             | <i>The area in respect of which Kent County Council is the Local Authority</i>  |
| <b>Primary education</b>       | <i>Has the same meaning as in section 2(1) of the Education Act 1996</i>  |
| <b>Secondary education</b>     | <i>Has the same meaning as in section 2(2) of the Education Act 1996</i>  |
| <b>Primary school</b>          | <i>Has the same meaning as in section 5(1) of the Education Act 1996</i>  |
| <b>Secondary school</b>        | <i>Has the same meaning as in section 5(2) of the Education Act 1996</i>  |
| <b>School</b>                  | <i>A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.</i>  |
| <b>Foundation schools</b>      | <i>Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.</i>   |
| <b>Voluntary Aided schools</b> | <i>Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.</i>  |
| <b>VC schools</b>              | <i>Such of the schools as are Voluntary Controlled schools</i>  |
| <b>Academies</b>               | <i>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.</i>   |
| <b>Free Schools</b>            | <i>Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.</i>   |
| <b>UTC</b>                     | <i>University Technical Colleges - technical Academies for 14- to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry-standard equipment<br/>– such as engineering and construction – which are taught alongside business skills and the use of ICT.</i> |
| <b>Admission authority</b>     | <i>In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school</i>  |

|  |   |
|--|---|
| <b>Admission arrangements</b>  | <i>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</i>   |
| <b>Eligible for a place</b>  | <i>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.</i>  |
| <b>SCAF</b>  | <i>Secondary Common Application Form, completed online or via alternate method</i>  |
| <b>IYAF</b>  | <i>In Year Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.</i>   |
| <b>SIF</b>   | <i>Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their over subscription 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.</i> |
| <b>PAN</b>   | <i>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 other than where 1.4 of the School Admissions Code 2014 applies.</i>  |
| <b>Late Application</b>  | <i>an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.</i>  |
| <b>Reallocation Process</b>  | <i>the process by which vacant places are allocated</i>   |
| <b>The Kent Grammar school tests</b>                                 | <i>Tests in English, Mathematics and Reasoning devised by an external body (GL Assessment) for admission to Kent Grammar schools</i>  |
| <b>The Kent Procedure for Entrance to Secondary Education (PESE)</b> | <i>the system for determining entry to Kent Grammar Schools</i>   |