

Kent Secondary School Transition

2018

*This presentation will be available on our school website
Mereworth.kent.sch.uk*



Secondary Common Application Form (SCAF)

Applications for children due to start secondary school in September 2018 open on 4 September 2017 and close on 31 October 2017.

It's important to find out more about schools you're interested in before you apply.

Visit each school's website for dates and times of their open days and evenings
Apply online or by post using our postal application form.

Take your child to visit the school, but limit your visits or it gets confusing! You may take time out of class to do this.

Remember....your child's thoughts are important but the final decision is yours!

Putting down your choices

- You can apply for up to 4 schools, putting them in order of preference. It's in your best interests to list 4 schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.. There is no benefit to parents in putting fewer than 4 preferences, and not using all 4 makes it more likely that they will be offered a school they do not want, as the LA is obliged to offer a place by default if they can't offer any of the schools named on the form.
- Once SCAFs have been processed, Kent LA will pass to secondary schools the details of all children who have named them as a preference **without indicating whether they were a first, second, third or fourth preference.**
- Each school will apply its published criteria (including, where appropriate, selection criteria) before returning a list arranged in priority order to the LA, which uses a computerised system to compare the lists and allocate school places.

To apply to a school outside of Kent, name the school in your application along with your other preferences. Your application details will be passed on to the relevant local authority for processing.

For advice call 03000 41 21 21 or email kentonlineadmissions@kent.gov.uk

For more information read the guide to secondary school applications

Additional information

Some schools may need you to complete an additional form called a Supplementary Information Form (SIF).

You can collect the form from the chosen school.

Processing and offers

- applications are processed between 1 November 2017 and 28 February 2018.
- If you apply online you will receive an email on 1 March 2018 after 4pm to tell you which school you have been offered. The LEA cannot guarantee the exact time you will receive your email, this will depend on your email service provider.
- You can also log in after 5pm on 1 March 2018 to view your offer online. If you need to reset your password you must use the email address you registered with.
- If you apply by post the LEA will send your offer by first class post on 1 March 2018. Royal Mail no longer guarantees next day delivery on first class post. Please wait 3 working days for your letter to arrive before contacting them.
- For advice call 03000 41 21 21 or email kentonlineadmissions@kent.gov.uk.

Useful background:

- A significant number of Kent's grammar schools are their own admission authority and set their own oversubscription criteria, which can change year on year. Every school's admission arrangements for 2018 should be available.
- Transport assistance to grammar schools and faith schools is discretionary, not automatic.

If you are unhappy with the offer

- We suggest that you visit the school you have been offered to find out more about it.
- If you are still unhappy you can put your child on the waiting list or make an appeal for any of the schools you applied for. You can do either or both for the same school or for different schools. For example, you can appeal for one school and put your child on the waiting list for another.
- We recommend that you still accept the place your child has been offered. This will not affect your waiting list position or your appeal. It will guarantee your child has a school place if no places become available or if your appeal is unsuccessful. If the waiting list or appeal are successful you must remember to tell the school you were originally offered that you no longer want the place.

What can you do?

- Visit secondary schools as early as possible with your child so that they can start to consider their options. Secondary schools will advertise details about admissions on their websites as well as details of open afternoons/evenings. It is worth familiarising yourself with the websites of schools you think may be on your short-list.
- Get a “feel” for the environment and ethos of each school and involve your child in the decision-making process.
- Consider travel arrangements.
- Try to avoid your child feeling the pressure. They will have enough to worry about with the move to a new school.
- Remember that we are here to help.

Contacts

- Email:

www.kent.gov.uk/secondaryadmissions

www.kent.gov.uk/ola

kentonlineadmissions@kent.gov.uk

(Kent online Admission applications)

- Secondary Admissions Team

03000 41 21 21

- School DCSF Number: **8862185**