

Welcome to
Upton Junior School

Admission to Secondary
School in Kent

11th September 2018

Important dates

- The SCAF must be submitted by Wednesday **31st October 2018**.
- Secondary schools will be holding open days very soon - you have their criteria online. (Most schools are sending out flyers through the primary schools about dates.)
- You can complete the SCAF form after you received the PESE results.
- PESE Results posted/emailed **11th October 2018** - 4pm online (arrival of the email can take a while).
- Parent consultations are held the following week.
- National offer day **1st March 2019**.
- Deadline for lodging appeal for schools **29th March 2019**

Open Evenings

Visit school websites to find out when the year 6 open days/evenings are.

- We recommend that you visit as many schools as you can fit in. As they say: don't judge a book by its cover; don't just judge a school by hearsay.
- Ask the questions that are important to you.
- You can always make a separate appointment with the school and look around during working hours.

How to complete the SCAF

- Online - www.kent.gov.uk/ola
- Benefits of this:
- You put the information into the system.
- You can see the school offered after 4pm on **1st March 2019** (the day before the letters are received) - so long as you provide an email address. You will still receive a hard copy by post.
- We will open the school for people with no access to internet from now onwards, just ask at the office so we can ensure someone is available to help if needed.

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).

Completing the SCAF continued

- Upton will not receive any blank paper SCAFs - you need to get the information online. However, we are here for you if you need support.
- You can start completing it now and amend as necessary but remember to submit it!
- Check that you have selected the correct school. Across Kent, some schools have similar names!

School choices

- 4 choices
- Put them in order of preference - if two schools can offer a place, the school highest on your list will be offered.
- You must look at each school's admissions criteria if unsure of which to put and what needs to be included (Church Schools).
- If you are unsure whether you are within the correct distance from a secondary school, look at the over-subscription criteria.
- You can 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.

What if ...

If your child took the PESE test but did not pass ...


- You can still put a grammar school (or two) onto your SCAF.
- You will, of course, not be offered a grammar school place and only your entries for a comprehensive school on your SCAF form will be considered by the Kent Admissions team.

What if ...

- You will be offered a place at a comprehensive school. The covering email/letter that comes with that offer will tell you how to navigate through the appeal process.
- Our advice is that you should accept that school place so that you have secondary school provision just in case.
- You can appeal for any school on your SCAF form, not just the first entry.

St George's

- IT IS ESSENTIAL THAT PARENTS COMPLETE THE SCHOOL'S OWN SUPPLEMENTARY INFORMATION FORMS IF THEY WISH THEIR CHILD TO BE CONSIDERED BY ST. GEORGE'S C OF E FOUNDATION SCHOOL. THESE FORMS CAN BE OBTAINED FROM THE SCHOOL AND MUST BE RETURNED TO THE SCHOOL NO LATER THAN FRIDAY, 9 NOVEMBER 2018 FOR SECONDARY APPLICATIONS.



**SUPPLEMENTARY INFORMATION FORM
FOR SECONDARY ADMISSIONS SEPTEMBER 2019**

WOULD PARENTS KINDLY COMPLETE RELEVANT SECTIONS AND RETURN
To, Admissions, St George's Church of England Foundation School, Westwood Road, Broadstairs Kent CT10 2HJ

Child's Full Name												
Date of Birth:		Age:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					
Previous School												
YEAR GROUP APPLYING FOR	R	1	2	3	4	7	8	9	10	11		
Home Address:											Post Code:	
PARENTS												
MOTHER First Name(s):												
Surname: Mr / Dr/ Other												

This form can be
downloaded from the
school website under
ADMISSIONS

Offers of secondary places

- After 4pm **1st March** for parents who applied on line, school open to access internet if needed.
- All will receive offer letter **2nd March**.
- **15th March** parents must let schools know if accepting place or not.
- Details about appeals are included with this letter.

Waiting lists

- If you want your child's name put on the waiting list for any school you named on the SCAF but were not offered, you should let Kent County Council know by **15th March**.

- Do check with the school whether you meet their admissions criteria.

24 April 2019 Any vacant places will be reallocated by Kent County Council, using the schools' waiting lists.

Appeals

- Parental Appeals are appealing against the allocation of secondary school **NOT** the result of the PESE assessment and take place in March after the offer of secondary school places have been made.
- **BUT DON'T WORRY NOW!!!** We will help you if and when this happens.

Appeals continued

- 29 March 2019
- If you want to appeal for a place at any school you named on the SCAF but were not offered, you should do so by this date.

If you need help...

- Do come into school if you are unsure about anything on the form or with regard to the appeals process.
- Parent consultations will take place after you get the results so we can chat then.
- Help line 0300041 21 21
- kentonlineadmissions@kent.gov.uk

In summary

- Most know type of school before completing the form.
- **31st October 2018** is the closing date.
- Let us know when you have completed the form so we can check every child has selected secondary schools.
- School computers are available if you have not have internet access or would like support.
- Come and ask if you are unsure.
- www.kent.gov.uk/ola - then search secondary school places to find out more information.

What to do

Choose a school

- It's important to find out more about schools you are interested in before you decide to name them on your application form.
- You can name up to 4 schools.

Apply

- A simple, fast, convenient process which opens at 9am on 3 September 2018 and closes at midnight on 31 October 2018.*

Processing

- Email confirmation reassures you that your application has been received.
- You can log back on at any time to view the information you entered.

Offer day

- On offer day (Friday 1 March 2019) – an email will be sent to you after 4pm, telling you which school you have been offered.**

Accept or decline

- You must accept or decline the school place you've been offered between 2 March and 15 March 2019.
- If it has not been possible to offer your child a place at one of your preferred schools, you have the right to lodge an appeal between 2 March and 29 March.

Admission to

Secondary school
in Kent 2019

This document contains all the information and dates.
https://www.kent.gov.uk/__data/assets/pdf_file/0020/17930/Secondary-admissions-booklet-all-areas.pdf