

Welcome to
Upton Junior School

Admission to Secondary
School in Kent

16th September 2019

Important dates

- ▶ The SCAF must be submitted by Wednesday **31st October 2019**.
- ▶ 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 **17th October 2019** - 4pm online (arrival of the email can take a while).
- ▶ National offer day **2nd March 2020**.
- ▶ Deadline for lodging appeal for schools **27th March 2020**

Open Evenings

- ▶ 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.

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

How to complete the SCAF

Apply
online

Just go to Kent Online Admissions
kent.gov.uk/secondaryadmissions

A simple, fast and secure way to apply
for a Secondary school place in Kent.
Opens 9am on 2 September 2019
and closes at midnight on 31 October 2019

- 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 2nd March.
- If you do not have internet access we can open the computer room for you to be able to fill out the form.

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 CAF 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 COF E FOUNDATION SCHOOL. THESE FORMS CAN BE OBTAINED FROM THE SCHOOL AND MUST BE RETURNED TO THE SCHOOL NO LATER THAN FRIDAY, 8th NOVEMBER 2019 FOR SECONDARY APPLICATIONS.

This form can be downloaded from the school website under ADMISSIONS



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

YEAR 7:	
DEADLINE FOR ONLINE CAF TO BE COMPLETED:	31 st October 2019
DEADLINE FOR SCHOOL SUPPLEMENTARY FORM TO BE COMPLETED AND RETURNED TO THE SCHOOL	8th November 2019

Year 7 supplementary Form - Available from 30th September

Offers of secondary places

- ▶ After 4pm **2nd March** for parents who applied on line, school open to access internet if needed.
- ▶ All will receive offer letter.
- ▶ **16th 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.
- ▶ Do check with the school whether you meet their admissions criteria.

April 2020 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

- ▶ **27th March 2020**
- ▶ 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. We do not have access to the SCAF forms so if you do need help please bring it along with you.
- ▶ Help line 0300041 21 21
- ▶ kentonlineadmissions@kent.gov.uk

In summary

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

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 2 September 2019 and closes at midnight on 31 October 2019.*

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 (Monday 2 March 2020) – 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 3 March and 16 March 2020.
- 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 3 March and 27 March 2020.

- ▶ Most know type of school before completing the form.
- ▶ **31st October 2019** 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.

3. Timetable for moving on to Secondary school

September 2019

Information about secondary transfer will be available on our website and through your child's Primary school.

Children who registered by **3 July 2019** to take the Grammar school tests will be tested in September and sent their results on **17 October 2019**.

August to October 2019

Schools hold open events so that you can visit and look around.

31 October 2019

You must have applied for schools by this date, either online or by returning KCC's Secondary Common Application Form (SCAF) to Kent Admissions. This is also the deadline that parents should return Supplementary Information Forms to any school that requires one.

2 March 2020

Offers of school places will be sent out. Email messages will be sent after 4pm to parents who applied online, and letters will be posted first class.

Please be aware that some email providers may delay sending the messages to account holders – parents will need to check with their own email service suppliers in this regard. KCC has no control over email delivery times once they have left our servers.

16 March 2020

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 KCC know by this date. You must also let the school you have been offered know whether or not you are accepting the place by this date.

27 March 2020

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.

22 April 2020

Any vacant places will be reallocated by KCC, using the schools' waiting lists.

After 22 April 2020

Waiting lists will be maintained by schools who will fill vacancies as they arise. Parents who have already received an offer of a school place can approach schools directly.

If you have moved to Kent too late to be included in the co-ordinated process, you should contact the Admissions Team, who will assist you in finding a school place.

4. Finding out about Kent schools

Schools publish a lot of information about what they teach, the facilities they offer and what they aim to achieve for their pupils on their websites. You can find their website addresses in this booklet. They will also have their own prospectus or booklet which you can ask for if you are interested in the school.

There is no substitute for seeing things for yourself. That is why all schools hold open days and evenings, when parents and children can visit and talk to teachers and existing pupils. We believe this provides a very good opportunity for you to get the feel of the school and encourage you to use the opportunities available.

We strongly recommend that you visit those schools that interest you most. Headteachers welcome enquiries from parents and will be able to tell you a great deal about their schools. Please see school websites for information about when these open evenings will take place.