



Welcome to Upton Junior School

Admission to Secondary School in Kent





School Application

Go to Kent Online Admissions kent.gov.uk/secondaryadmissions Apply online for a Secondary school place in Kent.

Opens **Thursday 1 September 2022** and closes at midnight on **Monday 31 October 2022**

What to do

Choose a school

It's important to find out more about the schools you are interested in before you decide to name them on the application form.*

You can name up to four schools. These can be anywhere in England.

Apply

A simple, fast, convenient process which opens **Thursday 1 September 2022** and closes at midnight on **Monday 31 October 2022**.

If you already have an account set up from the Kent Test process, please use these login details.

You will receive an email confirmation that your application has been submitted correctly and that the Local Authority has received it.** You can log back in and view the information submitted.

Accept or decline

On offer day (**Wednesday 1 March 2023**) an email will be sent after 4pm informing you of your offer.***

You must accept or decline the school place you have been offered by **Wednesday 15 March 2023**.

If we have not offered your child a place in your preferred school, you have the right to appeal. You can also add their name to the school's waiting list if your child is eligible for admission.



Key Dates



Thursday 1st September 2022

Online application process opens. Go to www.kent.gov.uk/ola to register and apply. Information about secondary schools will be available from our website. School open evenings begin, and details can be found on each school's website.

By Tuesday 18th October 2022

Kent Test (11+) assessment decisions sent to parents after 4pm.

Monday 31st October 2022

Online application process closes for the main round. Any amendments after this date must be emailed to kentonlineadmissions@kent.gov.uk

Wednesday 1st March 2023

Offers of school places sent to parents via email after 4pm.

By Wednesday 15th March 2023

Parents should contact the school to accept/refuse the place that has been offered. Parents should also fill out the waiting list form from the link in the offer email to be added to the waiting list of schools named on the original application.



Key Dates



By Tuesday 28th March 2023	Appeals need to be lodged by this date to be heard before September – appeals information can be found at www.kent.gov.uk/schoolappeals You can only appeal for schools that were named on the SCAF.
Tuesday 25th April 2023	Offer day for the second round of applications (known as reallocation). After this date waiting lists will be maintained by the schools and they will send out offers for any places that may become available. Parents that have received an offer of a school place from KCC can approach schools directly for alternative places.
April to June 2023	Admission appeals held.



Application

You need to apply for year 7 Secondary school places for September 2023 by **Monday 31 October 2022.**

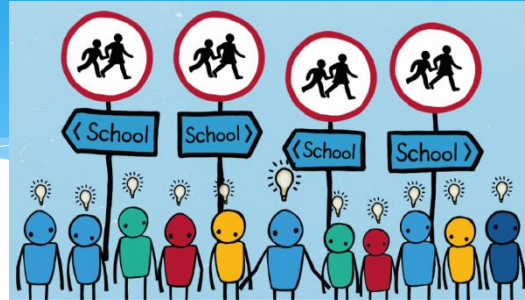
When you know which schools you are interested in, you need to apply either using the online process available at www.kent.gov.uk/secondaryadmissions or via an alternative method obtained by emailing kentonlineadmissions@kent.gov.uk.

You should complete the application by naming up to **four schools**; putting them in **order of preference with the one you would like most first.**





Schools of Interest



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. They will also have their own **prospectus or booklet** which you can ask for if you are interested in the school.

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.

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.



Decisions



How are decisions made?

The assessment decision is based on the test results. However, before you receive your decision, your child's Primary school Headteacher will have the opportunity to refer assessment decisions they disagree with to a panel of local Primary and Secondary school Headteachers, who will consider additional evidence before making a decision.

This can include your child's test scores, recent work, the writing task and comments from your child's current school. The panel will look at a full range of work for a child, regardless of which scores may be below the threshold. To allow these referrals to take place, your child's Primary school will be sent your child's score and assessment decision.

An assessment will only be changed by the Headteacher Assessment Panel if the panel is confident that the child will be well placed in a Grammar school.

The assessment decision will be sent to you by **Tuesday 18 October 2022**. Results will be sent **by email after 4pm** to parents who applied providing an email address, and letters will be posted first class to all other parents. Online applicants can view their child's assessment and test scores **after 5pm** on results day by logging back into their online application.



How do I apply for a Secondary school place?

- * If you live in the Kent Local Authority area, and you would like your child to start at ANY Secondary school in September 2023 you MUST complete the Kent Secondary Common Application Form (SCAF), either online, through the Kent website www.kent.gov.uk/secondaryadmissions, or by contacting the team on kentonlineadmissions@kent.gov.uk for an alternative method.
- * If you already registered your child online to take part in the Kent Grammar school tests, you will be able to log in to your account and add your school preferences to the information you have already submitted rather than starting from the beginning. Please ensure that all the information on the application is accurate before it is submitted.
- * If you are applying online for school places and did not register your child for the Kent Test, you will have to register with the website and create a user account, selecting your own password. The website will ask you to verify your account by clicking on the link provided in the email sent to the email address used to set up the account. This email is not an application. Once registered, you can then make an application for school places either straight away or by logging back in at a later time, provided it is before the closing date. An application is only valid if it has been submitted by the closing date (Monday 31 October 2022).



Summary of 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.

NAMING PREFERENCES

“G” ASSESSED

Pref	School Type	Eligible
1	Grammar School	Yes
2	Grammar School	Yes
3	High School	Yes
4	High School	Yes

“H” ASSESSED

Pref	School Type	Eligible
1	High School	Yes
2	High School	Yes
3	Grammar School	No
4	Grammar School	No

Grammar Schools Withdrawn

IF A CHILD IS “G” ASSESSED AND THEY WANT TO GO TO GRAMMAR SCHOOL THEY SHOULD NAME THE GRAMMAR’S IN THEIR HIGHER PREFERENCES

IF THE CHILD IS “H” ASSESSED WE ARE UNABLE TO OFFER THEM A GRAMMAR SCHOOL, THEY ARE ONLY NAMING IT TO APPEAL TO THE SCHOOL DIRECTLY AFTER NATIONAL OFFER DAY.
THEY SHOULD NAME THE SCHOOL AS A LOWER PREFERENCE





ST George's Key Information

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.

This form can be downloaded from the school website under ADMISSIONS



SUPPLEMENTARY INFORMATION FORM FOR SECONDARY ADMISSIONS SEPTEMBER 2023

Office Use Only

WOULD PARENTS KINDLY COMPLETE RELEVANT SECTIONS AND RETURN

To, Admissions, St George's Church of England Foundation School, Westwood Road, Broadstairs Kent CT10 2LH

Child's Full Name	<input type="text"/>		
Date of Birth:	<input type="text"/>	Age:	<input type="text"/>
Previous Nursery/School	<input type="text"/>		
Home Address:	<input type="text"/>		Post Code: <input type="text"/>

PARENT/CARER

First Name(s):	<input type="text"/>		
Surname: Mrs/Ms/Mr/Dr/Other	<input type="text"/>		
Address (if different from above):	<input type="text"/>		
Telephone Number:	<input type="text"/>	Relationship to Pupil:	<input type="text"/>
E Mail Address:	<input type="text"/>		

YEAR 7:	
DEADLINE FOR ONLINE CAF TO BE COMPLETED:	Monday 31 st October 2022
DEADLINE FOR SCHOOL SUPPLEMENTARY FORM TO BE COMPLETED AND RETURNED TO THE SCHOOL	Friday 4th November 2022
NATIONAL OFFERS DAY	Wednesday 1st March 2023



What happens after I've received an offer?

On **Wednesday 1st March 2023** KCC will contact Kent parents to inform them of the school they have been offered. You will receive **only ONE offer**. E-mail messages will be sent **after 4pm** to parents who provided an email address on their application, and letters will be posted first class to all other parents. Please be aware that KCC has no control over email delivery times once they have left their servers and some email providers may delay sending the messages to account holders. Parents are also advised to check their spam mail folders for the email before contacting kentonlineadmissions@kent.gov.uk.

All online applicants can also log back on to their online applications after 5pm and view their school offer. The applying **parent must let the offered school know whether you are accepting or refusing the place by Wednesday 15th March 2023. If you do not let the school know that you are accepting the place, it may be offered to someone else and you will lose it.**

What happens after I've received an offer?



IMPORTANT: PLEASE ensure that you carefully read all of the email/letter as they will provide you with additional information on what to do next. It will provide you with an opportunity to either accept or refuse the place offered to you, how to request that your child's name is placed on the waiting list for any school you named on your SCAF but were not offered, and it will provide information on how to appeal against the decision to refuse your child a place at the school.

Appealing school choice



What if I disagree with the assessment decision?

You cannot make an appeal against the assessment decision sent to you in October, but you are still allowed by law to appeal for admission to any school you name on your SCAF and are not offered. If your child has not been assessed suitable for Grammar school but you name a Grammar school anywhere on your SCAF, you can ask an independent panel to consider whether there could be an **exceptional reason for admitting** your child to that school. Appeals for admission to Kent schools should be lodged by **Tuesday 28 March 2023**. The information which comes with your offer of a school place will explain how to do this.



How do I join a schools waiting list?

If a school is full the admission authority for that school must keep a waiting list, at least until the start of the January term 2024. A Grammar school can only put children on its waiting list who have been assessed suitable for Grammar school.

On **Tuesday 25th April 2023** the Council will run a reallocation process to offer any vacant places to children on schools' waiting lists. Reallocation works in the same way as the process which offered places on **Wednesday 1 March 2023**, so that any places which may have become available can be offered to children on waiting lists, ranked by the schools according to their original oversubscription criteria. If more than one of the schools a parent would like can offer a place, they will offer the one they ranked highest on their waiting list form.

After **Tuesday 25 April 2023** schools will use their waiting lists to allocate any vacant places as they arise. The names on a school's waiting list must be ranked according to its published oversubscription criteria.



**THANK
YOU**



Websites

https://www.kent.gov.uk/__data/assets/pdf_file/0005/125456/Secondary-admissions-book.pdf

<https://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places>

HELP FOR PARENTS

WWW.KENT.GOV.UK

Admission to
Secondary school
in Kent 2023

For children born between
1 September 2021
and **31 August 2022**,
transferring to Secondary
school in **September 2023**

Use the simple, fast and secure way to apply online at:
kent.gov.uk/secondaryadmissions

ADMISSIONS BOOK

TRANSFER LEAFLET

Admission to Secondary school in Kent 2023

Apply online at
kent.gov.uk/secondaryadmissions

Opens Thursday 1 September 2022 and closes
at midnight on Monday 31 October 2022

For children born between
1 September 2021
and **31 August 2022**,
transferring to Secondary
school in **September 2023**

What to do

Choose a school	Apply for a school place	Receiving your offer
It's important to find out more about the schools you are interested in before you decide to name them on the application form. Visit the Kent County Council website at www.kent.gov.uk/secondaryadmissions You can make up to four Secondary schools, in order of preference, on the online application form.	At a single, fee-free event parents who'll open Thursday 1 September 2022 and close at midnight on Monday 31 October 2022. If you already have an account set up from the Kent Test please contact us through Social. You will receive an email confirmation that your application has been submitted correctly and that it's all been received. You can log back in anytime to view the information submitted.	On Friday (Wednesday 14 March 2023) an email will be sent after 4pm informing you of your offer. You must accept or decline the school place you have been offered by Wednesday 14 March 2023. If you have not offered your child a place in your preferred school, you have the right to request this via the address given in the school's opening list if your child is eligible for admission.

Working hours during the application window will likely complete your application and see therefore advise you to pay special attention to key dates in the admissions process. KS2 for discretionary admission to any preparation, for a parent who cannot complete address, please contact us to make use of them for admission purposes. If you have queries regarding this, please contact the team on one of the email addresses below.

Key dates

Thursday 1 September 2022	Online application process opens. Go to www.kent.gov.uk/secondaryadmissions to register and apply.
Monday 31 October 2022	Online application process closes for the main round. Any amendments after this date must be emailed to secondaryadmissions@kent.gov.uk
Wednesday 1 March 2023	Offer of school places sent to parents via email or letter.
Wednesday 14 March 2023	Parents should contact the school to accept/reject the place that has been offered and can also the link in the offer email to see the list of schools to be subject to the waiting list despite schools named on the offer of admission.
Tuesday 28 March 2023	Second round of offers for places that have been offered. Secondary schools will be contacted via the email at www.kent.gov.uk/secondaryadmissions . You can only appeal for school places you named on the offer letter form.

Need help?

Email secondaryadmissions@kent.gov.uk or secondaryadmissions@kent.gov.uk
Full information booklet can also be viewed online at kent.gov.uk/secondaryadmissions
Only one application per pupil will be accepted. If you register online, do not complete any other form of application, keep your registration valid and use your registered email address for all communication with the team.
The confirmation email may go to the junk/spam folder at your email - please check here before contacting our team for confirmation.

