

## **Secondary School Transfer 2011 – FAQs**

### ***When will I know the outcome of my secondary school application?***

On 1 March 2011 we will write to Kent parents offering secondary school places. Letters will be posted 1<sup>st</sup> class on 1 March. Parents who applied online will be sent details of the school they have been offered, by e-mail, after 4pm on 1 March.

### ***Why was my first choice / preference school not given?***

This was because your preferred school had more applications than the number of places available. Unfortunately, other pupils had a higher priority over your child when ranked against the school's oversubscription criteria.

### ***My child has passed the grammar tests. Why hasn't he / she got a grammar school place?***

Either:

a. Because your preferred school had more preferences than the number of places available and other pupils had a higher priority over your child when ranked against the school's oversubscription criteria.

Or:

b. Because you've been offered a school you named higher on your form.

### ***Why has my child been given a place at a school I didn't name on my form?***

Because all of the other schools that you named on your form had more preferences than the number of places available and other pupils had higher priority over your child when ranked against the school's oversubscription criteria. The School Admissions Code says that we must then offer a place at another school with a vacancy.

### ***My child did not get a place at a school I applied for. Can I go on a waiting list?***

Yes. Complete the Waiting List Form enclosed with your letter of 1 March and return it to the Local Authority by 22 March. Please note, however, you cannot go on the waiting list for a grammar school if your child has not passed the entry test.

### ***How does the Waiting List work?***

The Local Authority will maintain school waiting lists. Pupils will be ranked according to the schools' oversubscription criteria. Should places become available, they will be allocated to children on the waiting list at regular intervals. Offers will be made on 4 April, 6 May, 10 June and 8 July.

### ***I have been offered my first preference but I really want my second preference now. Can I change my mind?***

You can go on the waiting list for your second preference (but if this was a grammar school your child must have passed the entry test) and, if your child is refused admission, you can make an appeal to the Independent Appeal Panel.

### ***When will the school I have been offered write to me?***

Schools have agreed to send out welcome letters from 4 March, so this should be within the next few days.

### ***How do I appeal against a secondary school decision?***

You can appeal by completing the [Secondary School Appeal Form](#). You can download an appeal form and guide for parents from our website [www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions) and follow the links on the page, or ring the Admissions Team on 01622 696565 for a copy. You can appeal for more than one school, but you will need a separate form for each appeal. You should send your completed appeal form to the admission authority for the school by 22 March.

***If I accept the place offered does it prejudice any appeal I might make?***

No, it will not, but it will help make sure that your child is not left without a place for September in case your appeal does not succeed.

***What should I put in my appeal?***

You should explain clearly the reasons why you wish your child to attend your preferred school. Please see the guide for parents for further help.

***My situation is complicated – where can I get further advice?***

You may obtain independent advice from a Choice Adviser – available from 9am to 4pm, 1 - 22 March 2011, on 01622 694073/694065.

***Will I get transport to the secondary school named in my letter?***

Please refer to page 26 of the booklet “Admission to Secondary School in Kent 2011” in the first instance. Then look at the page for the school offered and go to the bottom (Transport) to see if you might qualify.

***The school is some distance away from our home. What is the transport policy?***

Please refer to the booklet “Admissions to Secondary School 2011” in the first instance. Look at the page for the school offered and go to the bottom (Transport) to see if you might qualify. You can also seek advice from the Transport Team.

***I have heard that there may be changes to transport to church and grammar schools. What is the current situation?***

The LA will be consulting parents, schools and other interested parties about a revised transport policy. The arrangements published in “Admission to Secondary School in Kent 2011” will apply until at least the end of August 2012. Following the outcome of the consultation KCC will publish details of any changes to the policy which will be applied from September 2012. Any information on transport related consultations will be available on the KCC website.

***If I want to turn down the place I have been offered what action do I need to take ?***

You will need to let us know by 22 March. You can do this by replying to your offer e-mail or by completing and returning the acceptance/refusal form.

***I want to accept the offer of a place that I have been given. What do I need to do?***

You will need to let us know by 22 March. You can do this by replying to your offer e-mail, or by completing and returning the acceptance/refusal form.

***I've moved house and the school my child's got is miles away. What should I do?***

Contact the Admissions & Transport team for advice on 01622 696565

***Can I apply for a place at a school I did not name on my SCAF?***

Yes. From 4 April 2011 you can apply for a place at secondary schools that you have not already applied for on your SCAF by completing a **Late Secondary Application Form** and sending it to the Admissions & Transport Team at KCC, Sessions House, County Hall, Maidstone ME14 1XQ. You can download this from our website [www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions) or ring the Admissions Team on 01622 696565 for a copy. If your child does not get a place you will have the right of appeal and you can ask for your child to be placed on the waiting list.

***How many schools can I apply for on the Late Secondary Application Form?***

The form has room for you to name four schools. These will replace your original preferences, so if you still want consideration for a place at up to three of the schools on your SCAF, you should name those on the Late Secondary Application Form, then your new preference in place of the fourth. (You can name more than one new preference, but each one will replace one of your original preferences.)

***What happens to my late application?***

As before, we will offer the highest available of your preferences, so it is important to name the schools you most want highest on the form. When we come to make the next round of offers, if we still cannot offer any of the higher preferences on the Late Application Form but your new preference has a space to offer, that is what we will offer you. You will then be able to accept this offer and withdraw from the reallocation process, or to accept it but ask for your child's name to remain on the waiting list for your higher preferences. Your right to appeal for the schools you named on your original SCAF will not be affected, but you will then also be able to appeal for any new preference you were not offered, and to ask for your child's name to go on the waiting list for that school.

***If I'm offered a place from a school's waiting list what should I do?***

You must let the Admissions Team know whether you wish to accept the place you have been offered. If you do not let the Admissions Team know, your original offer may be withdrawn so that it can be offered to another child.

***I'm moving to Kent shortly. How do I apply for a secondary school place?***

If you move to Kent after 4 April you should complete a Late Secondary Application Form and send it to the Admissions & Transport Team at KCC, Sessions House, County Hall, Maidstone ME14 1XQ. You can download this from our website [www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions) or ring the Admissions Team on 01622 696565 for a copy. If your child does not get a place you will have the right of appeal and you can ask for your child to be placed on the waiting list. For further information, please contact the Admissions Team on 01622 696565.

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