

2014 Transfer to Secondary School



Applying for secondary school is one of the most important decisions you will make for your child. The application process begins in September 2013, but this guide will help you to start planning early, so that you can be confident that you understand the admission process.

You should also read the 'Admission to Secondary School in Kent 2014' booklet that will be available on our website www.kent.gov.uk/secondaryadmissions or you can see a copy at your child's primary school in September.

What happens when?

3 June to 1 July 2013	Children register to take the Kent Test
September 2013	Information about secondary schools and their open evenings will be available from our website. School open evenings begin.
11 & 12 September	Children who registered take the grammar school tests
16 October 2013	11+ assessment decisions sent to parents.
October 2013	Secondary schools hold open evenings. Apply online for a secondary school place at www.kent.gov.uk/ola or fill in and return your application form to your child's school or the Local Authority (Kent County Council) by 31 October
3 March 2014	Offer letters and emails sent to parents
19 March 2014	Date by which you should ask to go on a school's waiting list.
21 March 2014	Date by which you should accept or refuse the place offered
2 April 2014	Date by which you should lodge an appeal.
April to June 2014	Admission appeals held
September 2014	Children start in Year 7 at secondary school

What do I need to do?

1. May – June

It's time to discuss your child's future educational needs with his or her primary headteacher.

2. Kent Test registration and results

Because there are grammar schools in Kent, children can take a test called the Kent Test (it is sometimes called the 11+). Taking the test is only necessary if you are considering a grammar school for your child. If this is something you would like to consider, you need to register your child to take the test by 1 July 2013. You can register for testing online at www.kent.gov.uk/ola or registration forms are available from your child's primary school. Your child's teacher will be best placed to advise about this.

Children take the test in September at the start of Year 6. The County Council will then mark the papers and send you a letter on 16 October 2013 telling you whether or not your child has been assessed as suitable for grammar school. The letter should arrive on 17 October.

3. Visit schools from September

All schools hold open sessions. They are a good way for you and your child to find out about different schools and speak to school staff. You can get details of the dates from the 'Admission to Secondary School in Kent 2014' booklet or direct from the school you want to visit.

4. Get more information about the schools you are interested in

Every school produces a prospectus (a brochure giving information about the school). Ask the school for a copy and also:

- Look at the school website
- Visit the Government website www.direct.gov.uk for links to school Ofsted reports and performance data
- Read the information about each school in the 'Admission to Secondary School in Kent 2014' booklet (available from September)
- Speak to your child's class teacher or headteacher
- Speak to other parents, but don't make decisions without first visiting the schools yourself

5. Look at the admission rules

If the school has more applications than places it will use admission rules called 'Oversubscription Criteria' to decide who should be offered a place. For example, all schools must give priority to children in care. Other common criteria may take account of:

- where you live
- how far away your home is from the school
- whether or not you have other children already at the school
- whether (if it's a church school) you belong to or practise a particular faith
- whether (if it's a grammar school) your child has met the entry requirements through the Kent grammar school test.

Some schools use other rules. You can check by looking up the school you want in the 'Admission to Secondary School in Kent 2014' booklet. Read the list of oversubscription criteria carefully, and consider whether or not your child would meet them. If there is anything you don't understand, ask about it (helpful numbers are at the back of this booklet).

6. Decide which schools to apply to

Some things to think about:

- Where does your child want to go to school?
- Where do his/her brothers and sisters go?
- How will your child get to school?
- Which of the schools you have looked at seem right for your child?
- How likely is it that you can get a place under the admission rules?
- If you are looking for a grammar school has your child passed the Kent grammar school test?

7. Complete the application form before the end of October

Kent residents apply on a Kent Secondary Common Application Form (SCAF) or online at www.kent.gov.uk/ola. You can name schools inside or outside Kent on this form. Parents living outside Kent should complete their own council's application form.

If you live in Kent it is important that you apply by the closing date of 31 October. If you apply late your application is less likely to be successful because it will only be looked at after most places have been offered.

You can apply online at www.kent.gov.uk/ola. The online system will be open from early September. If you have already used the system to register your child online for the Kent grammar school test, you will be able to log on and simply add your preferences to the information you have already given us and then submit your application. If you do not want to apply online you can complete a paper SCAF, available from your child's primary school or from the Secondary Admissions Team.

Some schools, especially church schools, ask for extra information, and have an extra form you must complete and send back to the school. You can find out which schools need extra forms by looking at their entry in the 'Admission to Secondary School in Kent 2014' booklet.

Now that you know which schools you would like, put them on the form in the order you want them. Secondary schools are not told if you have put them as first, second, third or fourth preference so put them in the order you really want. If possible use all four preferences to increase your chances of getting one of your preferred schools.

Putting the same school four times does not give your child a greater chance of getting a place at the school. Putting just one school does not give your child more chance; both are a waste of the other three preferences.

8. What happens next?

All the applications are put in order according to the school's rules (Oversubscription Criteria).

If there are more applications than places, then places are filled in this order until the school is full.

If your child meets the rules for your first preference school and is high enough on the list he/she will be offered a place.

The same process will be applied to your 2nd, 3rd and 4th preference schools. If the County Council can offer a place at more than one of these schools they will offer a place at whichever of them you put highest in your list of preferences. This is why it is so important to name schools in the genuine order of preference.

If your child does not get a place at any of the schools listed on your application form the County Council will offer a place at another school.

9. Where can I get more help and information?

- You can speak to your child's primary teacher and headteacher.
- You can ring the Secondary Admissions Team on 0300 333 6472 between 9:00am and 5:00pm.
- You can visit the government website www.direct.gov.uk for links to school Ofsted reports and performance data.
- If your school has a family liaison officer or parent support adviser they will be able to offer advice and support through the process.

This leaflet is available in alternative formats and can be explained in a range of languages. Please call 08458 247 247.

You may find it helpful when making your decisions to keep notes of any school visits you make:

Name of school visited	DFE Number	
Notes:		

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Notes:		

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