

Monday 18th September 2017

RE: Secondary School Admissions 2018

Dear Year 6 Parents and Carers,

Kent have now published their information regarding “Transfer to Secondary School – September 2017” about how to apply for a secondary school place for your child. Kent’s publication “Admission to Secondary School In Kent 2017” is available online on the KCC website – www.kent.gov.uk/secondaryadmissions This publication is *extremely* important and will help you and your child to make the right decision about a suitable Secondary School place for them.

Please read this letter and the online booklet very carefully. It contains important dates and information, as well as details about each Secondary School, their admission and transport criteria. To assist you we have attached a timetable of all the local Secondary School open sessions. (Please check the school’s websites as times/dates may change)

Once you have read these, it is advisable to visit several schools during their Open Days/Evenings. This will enable you and your child to get a ‘feel’ for each school. We are available to assist you with any step of the process. ***If you wish to attend an Open Day with your child, this will only be authorised providing we have received notification in writing in advance.***

Next you need to complete the Secondary Common Application Form (SCAF). The most secure and efficient way to do this is online. If you do not have access to the internet but would like to apply online, we will be only too happy to assist you in school. If you would like to complete a paper copy, please collect a SCAF from the school office and return it ***to school*** by the morning of ***Tues 3rd October 2017.*** If you complete an Online Form you ***do not*** need to complete a paper SCAF.

Some of you may be new to this process whilst others may have older children, already at Secondary School. The process changes slightly each year so please note the following:

- Every secondary school has to operate ‘equal preference’ which means they can not discriminate if you do not name their school first on the SCAF.
- The Admissions and Transport team are responsible for allocating secondary school places and will always try and allocate your highest preference. Therefore you must name schools on your SCAF in order of preference. If a school has more requests than places, then their admissions criteria come into effect.

- If your child sat the 11+ tests, please await your results on 12th October *before* completing your SCAF.
- Please read the transport criteria carefully before selecting schools as your child may not be eligible for free transport.
- If you do complete your SCAF online you *do not* need to complete a paper copy but you must notify us that you have applied online. (Please send us a copy of the form you print from the computer or complete the slip below so that we are not chasing you for your paper SCAF).
- We advise you to name 4 schools on the SCAF. If you do not, and your child is not allocated a place at your preference school, you will be allocated a place at the nearest available school *after* all other places have been allocated.
- Please note that it is not the school's place to chase parents, and if you do not complete the process you may end up being allocated a Secondary School which is out of area.

The Secondary School Admissions process is one of the most important your child will go through. As a school we also recognise it can be an extremely daunting one! If you have any questions or concerns, please do not hesitate to contact a member of staff via the school office or at the end of the school day. We are willing to assist you in any way possible.

Yours faithfully

A.S. Crittenden

Mrs A Crittenden
Headteacher

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Secondary School Admissions 2018

Child's Name Class

*I have completed an online SCAF and attach a copy of the print out

*I would like to complete an online SCAF in school

Signed

Date

**Please tick as appropriate*