

22nd September 2020

RE: Secondary School Admissions 2021

Dear Year 6 Parents and Carers,

Kent have now published their information regarding “Transfer to Secondary School – September 2021” about how to apply for a secondary school place for your child. Kent’s publication “Admission to Secondary School In Kent 2021” is available online on the KCC website – <https://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-1> 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 check the publication above, read this letter carefully and watch the video I have made [here](#). Together they contain important dates and information, as well as details about each Secondary School, their admission and transport criteria.

Inevitably, things are very different this year. Many schools are operating a different system for you to view their schools and the normal open days/evenings may not be taking place. We advise that you check the websites of the schools you are interested in to find out what is on offer. ***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.*** This can be done via ParentMail.

Next you need to complete the Secondary Common Application Form (SCAF). The most secure and efficient way to do this is [online](#). This must be completed by ***Monday 2nd November 2020***. If you do not have access to the internet, but would like to apply online, please contact the school office.

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 cannot 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 to 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.
- Please read the transport criteria carefully before selecting schools as your child may not be eligible for free transport.

- 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.
- If your child is sitting the 11+ tests, you will not receive their results before the SCAF is due. Therefore, this year you are able to name 6 schools on your form. We advise you put 2 Grammar Schools as 1st and 2nd choice
- 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. We are willing to assist you in any way possible.

Yours faithfully

Mrs A Crittenden
Headteacher