



# ADMISSION TO SECONDARY SCHOOL

FOR CHILDREN BORN  
BETWEEN  
1 SEPTEMBER 2013  
AND  
31 AUGUST 2014,  
TRANSFERRING TO  
SECONDARY SCHOOL  
IN SEPTEMBER 2025



Registration for Kent Test opens	<b>3 June 2024</b>
Registration for Kent Test closes	<b>1 July 2024</b>
Proposed test date for Kent Primary Schools	<b>12 September 2024</b>
Assessment decision sent to parents	<b>17 October 2024</b>
National closing date for applications	<b>31 October 2024</b>
National Offer Day	<b>3 March 2025</b>
Deadline for waiting list requests and late applications	<b>17 March 2025</b>
Places to be accepted or refused by	<b>17 March 2025</b>
By this date parents must lodge an appeal with the Local Authority	<b>31 March 2025</b>
Vacant places reallocated by KCC	<b>24 April 2025</b>

# Secondary Admission

- ▶ Kent resident parents will be able to apply for their child's school place either online or using a paper form known as the SCAF (Secondary Common Admission Form)
- ▶ Kent parents are invited to apply for **up to 4 schools**, putting them in order of preference. It's in your best interests to list 4 schools- if you only list 3 and are not offered any of those, you will be allocated a place at the nearest school with places and this may well be one you wouldn't choose.
- ▶ Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.
- ▶ Please look carefully at a school's oversubscription criteria and if you are unsure, contact the school and talk to them about where you might sit on their list- they have lots of experience of these kinds of conversations and will be able to give you honest information.

Please apply online via the Online Admissions Website

[www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions)

# Online Admission

At [www.kent.gov.uk/secondaryadmissions](http://www.kent.gov.uk/secondaryadmissions) you will see...

[Home](#) > [Education and children](#) > [Schools](#) > [School places](#) >

## Secondary school places

You must apply for a secondary school place for your child to start year 7 at secondary school. You will need to do this when your child is in Year 6 at primary school.

If your child is already at secondary school and you want to move them to a different school you must apply for an [in year admission](#).

Choose a school

Apply ▼

Processing ▼

Offers ▼

# Online Admissions

- ▶ Parents will need to register with the website before submitting their application.
- ▶ You will be sent an email confirmation of your registration / application if you provide a valid e-mail address.
- ▶ **We will send out a google form to capture your school choices– please do complete it!** This information is very helpful when we consider which children may need support with transition, or indeed which families may be considering an appeal on offers day.
- ▶ If you have provided an email address you will receive an email confirmation of your application which is a complete copy of your submission.

# Secondary Admission

- ▶ Applications must be submitted by midnight on **31 October 2024** which is a 'National' closing date.
- ▶ Schools will be sent a list of children that have applied online close to the closing date to allow us to check that every child has applied for a school place- but in recent years, this has fallen in half term, so we were then unable to prompt parents to complete their application!
- ▶ Children with SSEN or an EHCP do not apply for a place through the main round of admissions- this is discussed at your Annual Review meeting.

# Online Admissions and Offer Day

- ▶ [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)
- ▶ On **3 March 2025** parents who have applied online, and provided a valid email address, will receive notification of their offer by email.
- ▶ Offer emails will be sent after 4pm on **3 March 2025** .
- ▶ Only parents who apply online can receive their offer notification by e-mail, parents who apply on paper will need to wait for their formal letter. Schools are not allowed to provide parents with school offer information until **4 March 2025**.
- ▶ Parents who apply online must not submit a paper SCAF as well. The LA will only accept one application, and checking duplicates will slow processing down.
- ▶ By **17 March 2025** parents must inform the secondary school whether they wish to accept or refuse the place offered on offer day

# Appeals

- ▶ Parents have the right to appeal for any school they have named on their application form which refuses them a place. All information to help with this will be sent out with the offer letter on 1st March.
- ▶ Appeals must be lodged by **31 March 2025**.
- ▶ This appeal is a parental appeal- the onus is not on the school to provide evidence or reasoning. We will provide a character reference for your appeal with supporting information where appropriate. Please note that we will not accommodate requests to edit and amend letters once they have been issued to parents. We will provide the letter by the date appeals may be lodged- sending a letter early does not affect the outcome of an appeal.
- ▶ After **24 April 2025**, the schools will allocate vacant places to children on the waiting lists, in accordance of their oversubscription criteria.



# Home to School Transport

- ▶ Where you intend for your child to use public transport, you will need to apply for this in the **July before they begin secondary school!**

## Transport Entitlement (ie transport provided at a cost to the local authority)

- ▶ Transport will only be provided to the nearest suitable school for transport purposes.
- ▶ The admissions and transport policies are entirely separate.
- ▶ Children will not automatically receive travel assistance to any school that offers them a place.
- ▶ Further information can be found on

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

# How do I decide on the best school for my child?

- ▶ Discuss the decision with your child – is this what they want and more importantly, do they want it for the right reasons? Going to school with friends may be important now, but that shouldn't be the determining factor in choosing a school!
- ▶ Visit secondary schools as early as possible with your child so that they can start to consider their options. Secondary schools will advertise details about admissions on their websites as well as details of open afternoons/evenings when these are permitted again. It is worth familiarising yourself with the websites of schools you think may be on your short-list and looking at any virtual tours they have available on their websites.
- ▶ Get a “feel” for the environment and ethos of each school. When looking at the school- think about whether or not it ‘fits’ your child- they have to be there for at least the next 5 years! Where possible, make sure you do the day visits as well as the evening visits to get an all round feel for what the school is like on a day to day basis.
- ▶ Consider travel arrangements.
- ▶ Be realistic – some children are better suited to a single sex grammar school, some are better suited to a co-educational non-selective school. Sitting an 11+ test can be difficult for children and it shouldn't be couched as a good experience.
- ▶ Provide your child with support and guidance now, if they are sitting the Kent Test in September – they will perform better if they are prepared.

# Grammar School Admission

- ▶ Entry to grammar schools is restricted to children who have been assessed as suitable through the relevant tests
- ▶ Receiving a grammar assessment in the Kent Test **does not** guarantee a grammar school place at offer day as they may be oversubscribed.
- ▶ Registration for the Kent grammar school tests opens on **3 June 2024**. Parents wishing their children to sit the tests are required to register with the Kent Admissions Team (either online or paper) no later than **1 July 2024**.
- ▶ **Your child does not need to take the tests unless you are interested in a grammar school place. Please do not use the test as an opportunity to ‘practise’ taking tests- results day can be very distressing for those children who have not passed.**
- ▶ At the moment, the Local Authority are planning for the Kent test to take place in school on **Thursday 12 September 2024**.

# The Kent Test

- ▶ If the test remains in its current format, the children will be assessed on the basis of their performance in two nationally- standardised assessment tests – English and Maths Test and Reasoning Test. The children will also be required to complete a timed writing task.
- ▶ Last year to be given a grammar school assessment, children needed a total score of **332** or more, with no single score lower than **107**. The lowest possible score on the different tests is 69 or 70. The highest score on each test is 141, so the highest possible total score is 423.

## Your child's score

- Your child will get 3 standardised scores, one for English, one for Maths and one for Reasoning, and a total (aggregate) score.
- Standardisation is a statistical process which compares your child's performance with the average performance of other children in each test. A slight adjustment is made to take account of each child's age so that the youngest are not at a disadvantage.

# The Kent Test

- ▶ In its current format, the English and Maths test is in multiple choice format lasting approximately 60 minutes – two separate sections each with introductory practice items.
- ▶ In its current format the Reasoning test is in multiple choice format lasting approximately 60 minutes – one Verbal Reasoning section and four or five Non-Verbal, separately timed with introductory practice items
  - Non-verbal reasoning tests involve reasoning with abstract figures. Test questions consist of abstract figures and not words. Administration instructions are read out to the pupils.
  - Verbal reasoning tests mainly involve logic and reasoning with words, and typically include question types principally concerned with the production of, use of and relationships between words. In some cases, these tests will also include questions that require the manipulation of letters and numbers. The explanations for questions are not read to the children during the test.
- ▶ The English test involves a multiple choice reading comprehension and 2 short sections focusing on grammar, spelling or punctuation.
- ▶ A familiarisation paper has been made available on the Kent website – there are also lots of published resources available to help children familiarise themselves with the question types- please make sure you use those that are based on the ‘Kent Test’ format. The current publisher for the Kent Test is GL Assessment.

# The Kent Test

- ▶ We are able to apply for reasonable adjustments for pupils who have barriers to learning. This is the information from the Kent.gov website:

## **If your child is disabled or has special educational needs**

If your child has a disability or special educational need that may affect the way they access the test, you need to discuss this with your current school's Special Educational Needs Co-ordinator (SENCO) as soon as possible. Any proposal for alternative access requirements must be made by the school by **12 July 2024**.

When you register your child for the Kent Test online, you will need to confirm if you have discussed a request for access arrangements with your child's school. This discussion must take place before you make your request.

- ▶ We will apply for special arrangements, where these are part of our normal provision in school. This does not mean that the admissions authority will authorise them. Any arrangements we apply for are to support access to the test materials, and not a strategy to increase test scores. When we consider making an application, we will also consider the child's suitability for grammar school (academically and emotionally), the nature of their disability or SEN and its likely impact on their testing.
- ▶ Please email [office@allington.kent.sch.uk](mailto:office@allington.kent.sch.uk) by **Friday 14<sup>th</sup> June** if you believe your child has a barrier to learning that means they will need reasonable adjustments to be applied for. This can include a Physical, Motor, Visual or Auditory Processing difficulty.

- ▶ For a child to opt into the PESE assessment, the decision is purely a parental one. You need to decide whether or not you wish your child to be assessed for Grammar School education using your knowledge of your child academically, socially and emotionally.
- ▶ If you feel that a Grammar School would suit your child then you must register for the Test before **1 July 2024**.
- ▶ If an application is not received by KCC by that date, it will mean that your child will not be able to sit the tests.
- ▶ However, it is important to remember that you can withdraw your child from the test if you wish- this decision can be made on the day.

# Grammar School Assessment Decisions

- ▶ Assessment decision letters will be sent out by 1<sup>st</sup> class post on **17 October 2024**
- ▶ Online applications will be sent an email after 4pm on **17 October 2024**. I would ask that on results day, you respect family privacy and acknowledge that not all children and families will have had the news they were hoping for- sending messages asking for test results or sharing yours when not asked to, can make an upsetting situation so much worse.
- ▶ There is no right of appeal against the assessment decision but parents/ carers may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school after **3 March 2025**- this is a parental appeal and therefore the school will not collate evidence on your behalf. The school is able to provide an academic reference but please remember that our letters will be an honest, professional academic reference for your child and not an appeal for a place on their behalf.



# Good Luck!

- ▶ Remember: you know your child best and they have to be in the school you choose for 5 years. Think about the feeling you get whilst visiting the school and whether you feel confident that your child would thrive in that setting, socially, emotionally and academically.
- ▶ The children may have strong opinions and be swayed by facilities, subjects on offer and even tales of delicious snacks in the cafeterias, but the final decision should be one that you have ownership of as their responsible adult- even if they might not like it at first!
- ▶ Please do not hesitate to contact us if you need any advice, help or support!