

2020 Intake Admissions Briefings Fair Access

October 2019

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Changes for 2020

- Further refinements of Admission's systems
- Main application process remains unchanged
- The full schemes can be found on:
www.kent.gov.uk/admissionscriteria

Secondary/Primary Key Dates (Parents)

<u>Event</u>	<u>Secondary</u>	<u>Primary</u>
Applications Open Online And By Paper	Mon 2 Sept 2019	Tues 5 Nov 2019
Applications Close	Thurs 31 Oct 2019	Weds 15 Jan 2020
Final Date For Changes	Fri 13 Dec 2019	Mon 10 Feb 2020
National Offer Day	Mon 2 March 2020	Thurs 16 April 2020
Deadline for Late Apps & Waiting Lists	Mon 16 March 2020	Weds 6 May 2020
Deadline For Acceptance & Refusals	Mon 16 March 2020	Weds 6 May 2020
Deadline For Lodging of "On Time" Appeals	Fri 27 March 2020	Thurs 14 May 2020
Reallocation Day	Weds 22 April 2020	Weds 10 June 2020

Secondary/Primary Key Dates For Schools (Main Round)

<u>Event</u>	<u>Secondary</u>	<u>Primary</u>
Preference Numbers Sent To Schools	Fri 13 Dec 2019	Mon 10 Feb 2020
Ranking Lists Available On SAM	Mon 6 Jan 2020	Mon 17 Feb 2020
Ranking To Be Completed On SAM By...	Thurs 16 Jan 2020	Fri 6 March 2020
Offer Lists Sent To Schools	Tues 25 Feb 2020	Fri 27 March 2020
National Offer Day	Mon 2 March 2020	Thurs 16 April 2020
Schools Send Out Welcome Letters From	Weds 4 March 2020	Mon 20 April 2020
Parents Should Send Acceptance & Refusals To You By...	Mon 16 March 2020	Weds 6 May 2020
Deadline For Lodging Of "On Time" Appeals	Fri 27 March 2020	Thurs 14 May 2020

Secondary/Primary Key Dates For Schools (Reallocation)

<u>Event</u>	<u>Secondary</u>	<u>Primary</u>
Late Applications Collected From	Sat 14 Dec 2019 until Mon 16 March 2020	Tues 11 Feb 2020 until Weds 6 May 2020
Waiting List Requests From Parents	Mon 16 March 2020	Weds 6 May 2020
Reallocation Ranking Available On SAM	Thurs 19 March 2020	Mon 11 May 2020
Reallocation Ranking To Be Completed On SAM By...	Thurs 26 March 2020	Mon 18 May 2020
List of Acceptance & Refusals Due Back From Schools	Thurs 26 March 2020	Mon 18 May 2020
Reallocation Offer Day	Weds 22 April 2020	Weds 10 June 2020
Kent Test Instructions sent to all school	May 2020	

After the Reallocation Offer Day the process transitions to normal In Year procedures. Any remaining children will be sent to you to form a Waiting List

Ranking

- Schools rank their children using the web based system SAM (School Access Module)
- Admissions send out a Crib Sheet, Ranking Guidance and any extra details to schools individually via email
- Schools will be asked for Year 6 class lists in late October to ensure all children apply
- Look out for an email in Dec (Secondary) and early Feb (Primary) containing your Crib Sheet for this year
- The Crib Sheet is your school's oversubscription criteria broken down into each criterion (see example Crib sheet). Please check it is correct, especially if you have made changes to your Admissions Arrangements from the previous year

Crib Sheet Example

Username: W8865896

Password: SAM5268962

<u>No</u>	<u>CRITERIA</u>	<u>ORDERED BY</u>	<u>EXPLANATION</u>
1	LAC	DISTANCE	Children who are, previously LAC, Adopted or previously Adopted
2	Sibling	DISTANCE	Having a Brother/Sister attending
3	Health and Special Access	DISTANCE	Medical, Health, Social and Special access reasons
4	Children of Staff	DISTANCE	Who have been in post for a minimum of 2 years
5	Distance	DISTANCE	All remaining children in distance order.

SAM Feedback

- Remember to check Filters for LAC & Sibling. Even if you have Sibling on your SIF you should still use the filters to check your list
- If you have a question about an application you can contact the parent using the numbers or email address provided
- Please read the Ranking Guide that is provided, it should explain most of your questions

SAM Additions

- For those schools that require extra information to assist with ranking we will be sending that out to you via S2S or email

This will include.....

Priority Area maps

Grammar Scores

Nearest To Distances

Parish info

We will liaise with you directly about these additions

Offer Lists

- Schools should check Offer Lists for unexpected outcomes and check with the LA where needed

Examples of unusual occurrences would be:

Children not getting a Grammar if G assessed

Siblings not being offered same schools

Child offered school miles from their home

- Results are confidential until Offer Day has passed

Please do not tell any parent their offered school

Reallocation Ranking

- Schools rank their children using the web based system SAM (School Access Module)
- Schools need to rank lists using same oversubscription criteria/Crib Sheet as they did for Offer Day
- There are two types of children who will appear to be ranked – Waiting List requests and Late Applications
- Waiting List requests for most schools will show in the Ranked Section of SAM but should be checked for changes
- Late Applications should be treated the same way as Waiting List requests – they should not be ranked higher or lower than normal because they are lates

Acceptance and Refusals

- KCC's scheme does not allow more than one applicant to apply for the same child
- Where parents are unable to reach an agreement, neither application is processed
- Schools should be mindful of which parent they are talking to when discussing a child's application
- DO NOT accept refusals from non-applicant parents
- After reallocation has finished, any parent is free to approach any school

Verifying Addresses

- Parents must provide proof by while accepting
- Important as Appeals panel will seek confirmation that all offers were made correctly
- Examples include utility bills, bank or credit card statements with personal financial details blacked out, a bank statement of a savings account in the child's name, child tax and working tax credit letter (TC602), child's medical card or a letter from a medical centre, hospital GP surgery
- This is not a tick list and contrary evidence can be considered

Verifying Addresses

- Documents should not be more than three months old
- Should show residence at closing date not application date, however...
- If applicants have exchanged contracts or have a rental agreement after they submitted their application, we will amend the application to reflect the new address if received no later than 13 December (Secondary) or 10 February (Primary)
- Ensure that you keep notes of any conversations that you may have with parents regarding the evidence

Verifying Addresses

- Please advise us of any address changes throughout the process
- In most scenarios child should be resident by Offer Day, however, new builds can be resident by start of term
- Schools should monitor address changes for intake children until the end of the first full term
- Parents are advised to contact Admissions should they change their address before this point to discuss
- If the Governing Body considers that the original address was used to fraudulently secure a school place it may withdraw the school place, even after the child has started at school

Withdrawing an offer of a place

2.12 An admission authority **must not** withdraw an offer unless it has been offered in error, a parent **has not responded within a reasonable period of time**, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. **Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.** Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

While the Code does not specifically define a “reasonable period of time”, independent reviews have highlighted the following process to be the most appropriate:

Timeline For Removal

Step 1 – Offer Letter/email sent to parent on National Offer Day. Parent is told to return the form to school by Monday 16 March 2020 (Secondary) and Wednesday 6 May 2020 (Primary/Junior)

Step 2 – Collate your Acceptance/Refusals and see if anyone is missing

Step 3 – Write to any parent who hasn't responded and tell them in the letter they have 10 school days to send you back their response. Make it clear if they do not respond within the 10 school days the place will be removed

Step 4 – If they still haven't responded write to them and advise them the place has now been withdrawn. You need to send this 2nd letter to make it clear the place has now gone. The child is eligible to re-join the Waiting List if the parent wants to

Transition to In Year

- After the Reallocation of 22 April (Secondary) and 10 June (Primary) schools then take over any Waiting Lists as it transitions to normal In Year procedures
- After those dates schools can offer any places that arise
- Please ask Admissions for distances as online tools will provide different results
- As usual a form should be sent to our In Year Team to advise them of any offers or new applicants
- KCC monitors any applicants who have missed the whole admissions process using the PRCAF (Post Reallocation Common Application Form)
- This should be given to any parent who is completely new to the process and who did not apply either for National Offer Day or for Reallocation

Summerborn Applications

- Email sent to all schools in March to highlight rulings by Local Government Ombudsmen in relation to Summerborn applications
- Historically, guidance has indicated that decision should be made in the best interests of each individual child, taking into account views of Head Teacher
- LGO clarified that admissions authorities should focus solely on whether or not it would be in a child's best interest to start in Year R or Year 1 once a parent has decided to delay entry
- Process for requests for application outside the normal point of entry remains the same

Applications for Transgender and Non-Binary Gender Pupils

- Updated guidance is included in this year's Admissions books
- KCC is required to request a child's "Gender" on application forms and can only provide "Male" and "Female" as options
- This will inform what single sex schools are made available for preference selection during online applications
- Parents can apply via paper application form to bypass this limitation until DfE update system standards.
- Parents are advised to discuss applications for transgender and non-binary gender pupils with the school before submitting an application
- Each admissions authority will be responsible for deciding how to manage these requests

Consultation and Determination of Admission Arrangements

- If an own admission authority school wants to change its admission arrangements (with the exception of PAN increases), they need to hold a public **consultation**. This is normally only required if a change is needed
- Where no changes are proposed, arrangements must be consulted on **at least every 7 years**
- Own admission authority schools need to **determine** admission arrangements every year, whether they have consulted or not

Consultation

- A consultation must run for at least 6 weeks between 1 October and 31 January in the year preceding intake
- This year's consultation would be for arrangements that relate to September 2021 intake
- Consultations are in place to ensure that interested parties can be made aware that you are planning on changing your arrangements
- KCC will host your arrangements on www.kent.gov.uk, but you are responsible to consulting more widely
- Two guides are available on KELSI

What can arrangements include?

- The Admissions Code doesn't tell you what you can include in your arrangements, but it does tell you what you can't
- Oversubscription Criteria should be clear, fair and easy to understand. This means unnecessary complexity should be avoided
- Regular issues include priority for children in an attached nursery, staff criterion definitions, offering places to first preferences first, overly strict priority zones, unfair feeder school priority

Determination

- Admission authorities must determine and publish their arrangements **every year** by 28 February
- KCC must be sent arrangements from every admission authority, even if no changes are made
- Objections to determined arrangements can be referred to the Office of the Schools Adjudicator until 15 May
- These arrangements will be used to create your SAM worksheets for the following year

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Remember for In Year it is that the child is already at school and wants to change.

Date of Birth Ranges Sept 2020

Year Group	DOB From	DOB To
R	01/09/2015	31/08/2016
1	01/09/2014	31/08/2015
2	01/09/2013	31/08/2014
3	01/09/2012	31/08/2013
4	01/09/2011	31/08/2012
5	01/09/2010	31/08/2011
6	01/09/2009	31/08/2010
Year Group	DOB From	DOB To
7	01/09/2008	31/08/2009
8	01/09/2007	31/08/2008
9	01/09/2006	31/08/2007
10	01/09/2005	31/08/2006
11	01/09/2004	31/08/2005