

2019 Intake Admissions Briefings Fair Access

October 2018

Craig Chapman & Neil Mitchell



Changes for 2019

- 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 3rd Sept 2018	Mon 5th Nov 2018
Applications Close	Weds 31st Oct 2018	Tues 15th Jan 2019
Final Date For Changes	Weds 12th Dec 2018	Mon 11th Feb 2019
National Offer Day	Fri 1st March 2019	Tues 16th April 2019
Deadline for Late Apps & Waiting Lists	Fri 15th March 2019	Mon 13th May 2019
Deadline For Acceptance & Refusals	Fri 15th March 2019	Mon 13th May 2019
Deadline For Lodging of "On Time" Appeals	Fri 29th March 2019	Tues 21st May 2019
Reallocation Day	Weds 24th April 2019	Weds 12th June 2019

Secondary/Primary Key Dates For Schools (Main Round)

<u>Event</u>	<u>Secondary</u>	<u>Primary</u>
Preference Numbers Sent To Schools	Weds 12 th Dec 2018	Mon 11 th Feb 2019
Ranking Lists Available On SAM	Fri 4 th Jan 2019	Mon 18 th Feb 2019
Ranking To Be Completed On SAM By...	Weds 16 th Jan 2019	Weds 6 th March 2019
Offer Lists Sent To Schools	Mon 25 th Feb 2019	Fri 29 th March 2019
National Offer Day	Fri 1 st March 2019	Tues 16 th April 2019
Schools Send Out Welcome Letters From	Tues 5 th March 2019	Tues 23 rd April 2019
Parents Should Send Acceptance & Refusals To You By...	Fri 15 th Mar 2019	Mon 13 th May 2019
Deadline For Lodging Of "On Time" Appeals	Fri 29 th Mar 2019	Tues 21 st May 2019

Secondary/Primary Key Dates For Schools (Reallocation)

<u>Event</u>	<u>Secondary</u>	<u>Primary</u>
Late Applications Collected From	Thurs 13 th Dec 2018 until Fri 15 th March 2019	Tues 12 th Feb 2019 until Mon 13 th May 2019
Waiting List Requests From Parents	Fri 15 th March 2019	Monday 13 th May 2019
Reallocation Ranking Available On SAM	Weds 20 th March 2019	Fri 17 th May 2019
Reallocation Ranking To Be Completed On SAM By...	Thurs 28 th March 2019	Fri 24 th May 2019
List of Acceptance & Refusals Due Back From Schools	Thurs 28 th March 2019	Fri 24 th May 2019
Reallocation Offer Day	Weds 24 th April 2019	Weds 12 th June 2019

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.
- Look out for an email in Dec (Secondary) and early Feb (Primary) containing your Crib Sheet for 2019.
- The Crib Sheet is your schools 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

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..

- 1) Children not getting a Grammar if G assessed
 - 2) Siblings not being offered same schools
 - 3) 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 2 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.

Transition to In Year

- After the Reallocation of 24th April (Secondary) and 12th June (Primary) schools then take over any Waiting Lists as it transitions to normal In Year procedures.
- This means after those dates schools can offer any places that arise. As usual a form should be sent to our In Year Team to advise them of any offers or new applicants.
- As an authority Kent 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.

Forthcoming Consultation

- Admissions has contacted all schools about a pending consultation request from Nick Gibb
- A second criterion is to be added to give priority for children who have been adopted from care outside of the England. Faith schools should consider how to manage split LAC criteria
- Evidence may prove challenging, but KCC is intending to create a centralised process that all schools can use
- Own admissions authority schools are asked to seriously consider adding this criterion.
- An email has been sent to all schools with more details

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 2020 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

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

Coordinated Admissions

Craig Chapman - Manager

Systems – 03000 418247
kentonlineadmissions@kent.gov.uk

Neil Mitchell
James Pavey
James Keenan
Sian Harris
Alina de Giuseppe

Secondary – 03000 416678
kent.admissions@kent.gov.uk

Linda Kneller
Wendy Bryant
Callie Golder

Gabrielle Reay (PESE Manager)

Primary – 03000 416111
primaryadmissions@kent.gov.uk

Michelle Brame
Karen Hugill
Daljinder Poonia

In Year Admissions

Hilary Alford - Manager

In Year – 03000 416789
kentinyearadmissions@kent.gov.uk

Sam Moss
Katie Gordon
Rebecca Page
Isioma Daniels
Lisa Harris

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

Date of Birth Ranges Sept 2019

Year Group	DOB From	DOB To
R	01/09/2014	31/08/2015
1	01/09/2013	31/08/2014
2	01/09/2012	31/08/2013
3	01/09/2011	31/08/2012
4	01/09/2010	31/08/2011
5	01/09/2009	31/08/2010
6	01/09/2008	31/08/2009
Year Group	DOB From	DOB To
7	01/09/2007	31/08/2008
8	01/09/2006	31/08/2007
9	01/09/2005	31/08/2006
10	01/09/2004	31/08/2005
11	01/09/2003	31/08/2004