

## Login Page

The page shows all rounds and their status (open,closed etc)

Kent County Council



Login

Create Account



## Kent Online Admissions

You can use this system to apply online for the Kent Test and school places

### [Register for the Kent Test](#)

Registration for the Kent Test is now closed and results will be released on Thursday 13th October.

Read more about the [Kent Test](#).

### [Apply for secondary school places](#)

If your child is due to start secondary school in September 2017 you can apply between 1 September and 31 October 2016.

To get started you will need to [create an account](#) (only available from 1st September)

If you've already registered, please [log in](#).

[How to apply for a secondary school place.](#)

### [Apply for primary and junior school places](#)

You can apply between 7 November 2016 and 16 January 2017 if your child is due to start reception year at primary or infant school, or a year 3 at a junior school, in September 2017.

[How to apply for a primary school place.](#)

People can Login or Create an Account from this page

## Create new account

*Please note only residents of Kent County Council should make an application on this website. If you live outside KCC you should approach your own Local Authority*

To create a new account, please enter the parent/guardian details below. The parent/guardian is the applicant. You will need to add your child's details later. Items marked with red asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of: one or more lower-case letters, upper-case letters, digits and special characters (eg: ! £ \$ % & \* # @).

### Account Details

*\* indicates a required field*

Title\*

<< Please Select >>

Forename\*

Middlename

Surname\*

Evening Phone

Daytime Phone

Mobile Phone

Email Address\*

Confirm Email Address\*

Secret Question\*

What is your mother's maiden name?

Secret Answer\*

Password\*

*(please see above for secure password policy)*

Confirm Password\*

Next >>

# Your Address

Please select your address by entering your house name or number and postcode below. Click the Find button to search for the address. If you cannot find your address, click the Enter Manual Address button.

Find Address

House Name or Number

Postcode \*

*\* indicates a required field*

[<< Back](#) [Find](#) Or [Enter Manual Address](#)

This is the first year that we have address verification. Applicants can put in their House Name/Number and Postcode and then “Find” to search for an address.

This should mean that addresses are much tidier this year as parents are not free typing their addresses unless it is a new build

# Select matching address

The address details you have entered have returned multiple matches. Please select the relevant address from the list and click the Select button to continue.

Select Matching Address

Sessions House County Road  
Kent County Council, Sessions House County

Select

Choose address and then press “SELECT”

# Confirm address

Please confirm the your address by clicking the Next button or click Search Again to find a new address.

## Address Details

House Name or Number\*

Sessions House

Flat Number

Street\*

County Road

Locality

Town

Maidstone

County

Postcode\*

ME14 1XQ

Home LA

Kent County Council

<< Back

Search Again

Next >>

Once they have entered their address they are asked to double Check it

If it is incorrect they can “Search Again”  
If they are happy they press “NEXT”

# Please confirm parent/guardian details

Please review the information you have provided. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate edit button.

Options to Edit in each individual box

Applicant Details  Edit Applicant Details section

**Title:**  
Mr

**Forename:**  
Kent

**Surname:**  
Secondary Fake

**Evening Phone:**  
03000 416490

**Email Address:**  
neil.mitchell@kent.gov.uk

Applicant Address  Edit Applicant Address section

**House Name or Number:**  
Sessions House

**Street:**  
County Road

**Town:**  
Maidstone

**Postcode:**  
ME14 1XQ

<< Back

Confirm

They are then met with a Summary page for the Parent/Guardian details they have entered so far. They can go "BACK" to amend an error and "CONFIRM" to continue.

# Account Verification Required

Verification instructions have been sent to the email address you supplied. To continue your application you must follow the instructions in the email.

Exit

Resend

Once they have confirmed they are given this message. It prompts them to login to their emails and Verify their account. They must do this to go any further. This is a way of checking that they have given us the right email address and a security double check in case someone was trying to use someone else's email address.

Dear Parent / Guardian

To continue with your application you need to verify your account. To do so please click the link at the bottom of this email or copy and paste into your browser.

Once you have verified your account, you will need to add your child's details. Once this information has been added, you can then complete their school application. You will be sent another email when your application has been completed.

If you are struggling to complete your application, please call 03000 412121 during office hours and ask to speak with the Online Admission Team.

Kind regards

Kent Online Admissions Team

<https://synergy6.tribalhosted.co.uk/Kent/Enrol/Website/login.aspx?U=150609bc-eb28-48f2-a0f1-c835430937a4>

Once they click on the link and verify their account it opens a new webpage

The email address is pre-populated but the parents need to enter the password they used.

If they have forgotten their password then can reset that using the link

# Sign In

Please enter your email address and password below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.

## Sign In

Email Address\*

Password\*

 Sign in

[Click here if you have lost or forgotten your password](#)

Once they have logged in they are met by the Account Summary with the Parent/Guardian details showing. The next step is to “ADD CHILD” using the Green button



## Account Summary

Please find a summary of your account. You will find details of all applications you have made and their current progress. If you wish to add or edit any details, please press the appropriate buttons below.



Applicant

Mr Kent Secondary Fake  
Sessions House,  
County Road,  
Maidstone,  
ME14 1XQ

 View Details

 Add Child



# Child details

Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with a red asterisk are mandatory.

## Details

*\* indicates a required field*

Forename\*

Middlename

Surname\*

DOB\*

(DD/MM/YYYY)

Gender\*

Male  Female

Gender\*

Male  Female

Child address same as Applicant?

Local Authority of Current School (Leave as Kent if not attending school)

Kent County Council ▾

Current school (Leave blank if not attending school)

- Select Current School - ▾

<< Back

Next >>

The next step is to enter the Childs Details

They enter Name, DOB, Gender and Current School (Junior and Secondary Transfer only)

Once they have entered the Childs Details they are given a summary page. It lists their Child details and School Details. It is important they double check what they have input.

## Child details confirmation

Please review the information you have provided. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate edit button.

Child Details  Edit Child Details section

**Forename:**  
Kent

**Surname:**  
Secondary Fake Jnr

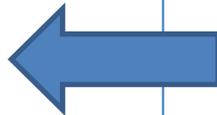
**DOB:**  
01/09/2006

**Gender:**  
Male

**Child address same as Applicant?:**  
Yes

School Details  Edit School Details section

**Current School:**  
Educated abroad



Current School Details are very important. As the Current School can influence things like Over Subscription Criteria, Linked Schools, Test Centres, 11+ etc. Please encourage people to take their time on this bit especially.

<< Back

Confirm

Once they have entered the Child details they come to a Summary Screen. It has the Applicant details, the Child Details  
To apply for Schools they click “Apply for School Admissions”

## Account Summary

Please find a summary of your account. You will find details of all applications you have made and their current progress. If you wish to add or edit any details, please press the appropriate buttons below.



Applicant

Mr Kent Secondary Fake  
Sessions House,  
County Road,  
Maidstone,  
ME14 1XQ

A green rectangular button with a white plus sign icon and the text "Add Child".

A white rectangular button with a blue document icon and the text "View Details".

Kent Secondary Fake Jnr 01/09/2005

Edit Child

Delete Child

School Admissions

Apply for School Admissions

Available  
Admissions

Rounds:

Secondary  
Transfer (Yr7) For  
Sept 2017 Intake

# Admissions round

Please check the round details and confirm this is the round you want, click Next to continue.

Secondary Transfer (Yr7) For Sept 2017 Intake

**Secondary Transfer (Yr7) For Sept 2017 Intake**

**Deadline for Applications:**  
31/10/2016

**Deadline for Late Applications:**  
28/02/2017

**DOB From:**  
01/09/2005

**DOB To:**  
31/08/2006

<< Back   Next >>

The system lets them check they are in the right Admissions Round and tells them the Deadlines

## Further details

Please specify additional details and then click the Next button to continue.

Further Details

*\* indicates a required field*

Relationship to Child\*  
<< Please Select >>

Is the child currently in care, or has the child previously been in care? If so, by which Local Authority?  
Not Looked After

**Does the child have an Education Health and Care Plan or Statement of SEN?\***

Yes    No

**Are you a Crown Servant ( [Click here](#) for guidance) or UK Service Personnel living abroad but returning to the UK before September 2017? You will need to provide an official letter confirming your relocation date and address.\***

Yes    No

**Is your child a twin, triplet etc?\***

Yes    No

<< Back   Next >>

The Further Details section asks about Relationship to Child, LAC, SEN and Crown Servant and Multiple Birth (twin, triplet etc)

Press "NEXT" to continue

# Child school admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Admissions Round  Edit Admissions Round section

**Round:**  
Secondary Transfer (Yr7) For Sept 2017 Intake

Further Details  Edit Further Details section

**Relationship to Child:**  
Father

**Is the child currently in care, or has the child previously been in care? If so, by which Local Authority?:**  
Not Looked After

**Does the child have an Education Health and Care Plan or Statement of SEN?:**  
No

**Are you a Crown Servant ( [Click here](#) for guidance) or UK Service Personnel living abroad but returning to the UK before September 2017? You will need to provide an official letter confirming your relocation date and address.:**  
No

**Is your child a twin, triplet etc?:**  
No

Once again they are given a summary page of the details they have just entered.

If they notice they have made a mistake they can again amend using the “Edit...” function

<< Back

Confirm

# Find your preferred school(s)

You can search for your preferred school(s) below. You may refine your search using the provided fields. If you wish to search for a school in another local authority, please select the LA in the dropdown box at the bottom of the screen.

Please be aware that the distances provided are an indication only and would not necessary be used for admissions purposes or transport purposes. Searching by distance is only available for Kent County Council schools.

Further information for each KCC school is available by clicking on the name of any school in the search results including whether the school has a supplementary information form (SIF).

If you cannot find the school you are looking for please contact the admissions team before proceeding.

*This is preference 1 of a possible 4.*

Search

Name

Distance Radius (miles)

Any Distance

< 5 miles

< 10 miles

Other

LA  
Kent County Council

Parents can type the name in here

Less is more so if they want Skinners School just type Ski – “SEARCH”

They can also filter by mileage and Local Authority

<< Back Search Advanced Search

# Preference search results

The results of your school search are below. To view more details, including whether or not it has a supplementary information form (SIF), click on the school name.

11 schools were found matching your search criteria: Tried to find schools in **Kent County Council** within 5 miles for a **male child**.

## Results

1 2

 [Maplesden Noakes School](#)

 Select

### Gender:

Mixed

### Address:

The Maplesden Noakes School, Buckland Road, Maidstone, ME16 0TJ

### Distance (miles):

0.5

### Age From:

11

### Age To:

18

 [Valley Park School](#)

 Select

### Gender:

Mixed

### Address:

Maidstone, ME14 5DT

### Distance (miles):

0.8

### Age From:

11

### Age To:

18

 [Maidstone Grammar School](#)

 Select

### Gender:

Boys Only

### Address:

Maidstone Grammar School, Barton Road, Maidstone, ME15 7BT

### Distance (miles):

1.0

### Age From:

11

### Age To:

18

I used the search 5 miles from my address and it brings up the eligible schools in distance order from my address. Parents can click on the school name for further details or just "SELECT" to choose it as a preference.

# Child preference school: details

This screen shows further details of the selected school.  
To choose this school or return to the previous search results, use the appropriate button below.

**Details**

**Code**  
8865401

**Ofsted URN**

**Name**  
Maplesden Noakes School

**Address**  
The Maplesden Noakes School,  
Buckland Road,  
Maidstone,  
ME16 0TJ

**Headteacher Name**

**Phone**  
01622 759036

**Fax**  
01622 661707

**Email**

**Website**

**Age From**  
11

**Age To**  
18

**Phase**  
Secondary

**Gender**  
Mixed

**SIF available**  
No

[Return to Search Results](#) [Next >>](#)

If a parent clicks on the School Name it brings up all the details for the school  
LA/DFE

Name

Address

Headteacher Name (if we have it)

Phone

Fax

Age Range

Phase

Gender

SIF Required

This should help them choose the right school and be able double check.

Parents are allowed to name reasons for their preference.

We advise parents to send their Medical evidence to the schools directly, as you use it for ranking.

Sibling details and Reasons can be added here as well

## Preference Reasons

This page shows a list of preference reasons available for the chosen school, and allows the user to specify some text against that reason.

### Preference Reasons

- Distance
- Medical Social - Evidence To School
- Sibling

Reason Notes

<< BackNext >>

## Preference Reasons

This page shows a list of preference reasons available for the chosen school, and allows the user to specify some text against that reason.

### Preference Reasons

- Distance
- Medical Social - Evidence To School
- Sibling

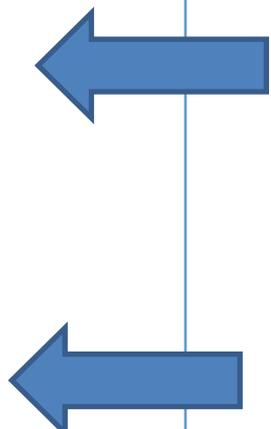
Reason Notes

This school is the closest to my house

I used to go to this school

He has a Medical condition

<< BackNext >>



Parents can confirm they have chosen the right school.

If they need to Edit/Change they can do so.

## Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

School Details	<a href="#">Edit School Details section</a>
<b>School:</b>	Maplesden Noakes School

<< Back

Confirm

## Add Another Preference

Do you want to add another Preference?

Yes

No

Parents are then asked if they wish to add another preference

This should hopefully stop those parents who are convinced we only allow them to name 1 preference.

If they click "YES" it takes them to preference 2  
If they click "NO" it takes to a Summary page

If someone enters a preference for a school that has a Supplementary Form the message in RED appears informing them it should be returned to the school.

## Preference school details confirmation

The information below is a confirmation of the details you have supplied for your child's preference. If you are satisfied that the information is correct, click Confirm to save the details and return to the home page where you can add further preferences and/or children.

To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

**Supplementary Information Form is available and should be returned to the school.**



School Details  Edit School Details section
<b>School:</b> Valley Park School

<< Back

Confirm

# Child Preference Summary

This screen shows a summary of all the Preferences for the selected Child. To add/edit new preferences, use the appropriate buttons.

**Preferences exist with a status of 'Not Submitted'. To review and submit preferences, please click on 'Review and Submit' below**

[← Return to Home Page](#)

[✎ Edit Admissions Details](#)

[✔ Review and Submit](#)



## Kent Secondary Fake Jnr

Round: Secondary Transfer (Yr7) For Sept 2017 Intake

Preferences		<a href="#">+ Add Preference</a>
<b>Rank:</b> 1	<input type="button" value="▼"/>	
<b>School:</b> Maplesden Noakes School	<input type="button" value="✎ Edit Preference"/>	<input type="button" value="🗑 Delete Preference"/>
<b>Status:</b> Not Submitted		
<hr/>		
<b>Rank:</b> 2	<input type="button" value="▲"/>	
<b>School:</b> Valley Park School	<input type="button" value="✎ Edit Preference"/>	<input type="button" value="🗑 Delete Preference"/>
<b>Status:</b> Not Submitted		

Once they have put in all their preferences they need to “REVIEW and SUBMIT”  
Secondary - (Minimum 1 – Maximum 4)  
Primary/Junior - (Minimum 1 – Maximum 3)

## Submit Application

Full details of your application are shown below. If all details are correct, submit the application using the button at the bottom of this page. If you wish to amend any item, return to the summary page and make changes until the application is correct, then return here to submit it.

## Disclaimer

You are only allowed to submit a school application if you have legal responsibility for the child. By submitting the school application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this school application, you should sign out now.

By submitting this application you confirm that you agree with the terms and conditions of this website. [Click here](#) to read our terms and conditions

I have read the disclaimer

Print Summary

Return to Preference Summary

Submit Application

## Summary Page (part 2)

### Account Details

**Full Name:**

Mr Kent Secondary Fake

**Address:**

Sessions House,  
County Road,  
Maidstone,  
ME14 1XQ

**Evening Phone:**

03000 416490

**Daytime Phone:****Mobile Phone:****Email Address:**

neil.mitchell@kent.gov.uk

### Child Details

**Round:**

Secondary Transfer (Yr7) For Sept 2017 Intake

**Name:**

Kent Secondary Fake Jnr

**Address:**

As Parent / Applicant

**DOB:**

01/09/2005

**Gender:**

Male

**Council Tax Ref No:****Relationship to Child:**

Father

**Current School:**

Educated abroad

**Looked After:**

N/A

**Does the child have an Education Health and Care Plan or Statement of SEN?:**

No

**Alternative Contact Notes:**

N/A

## Summary Page (part 3)

### Preference Details

#### Preference 1 Details:

**Rank:**

1st

**Status:**

Not Submitted

**School Name:**

Maplesden Noakes School

**SIF available:**

No

---

#### Preference 2 Details:

**Rank:**

2nd

**Status:**

Not Submitted

**School Name:**

Valley Park School

**SIF available:**

Yes

[Back to Top](#)

When they have checked their Summary and are ready to submit they

- 1) Tick the “I have read the disclaimer” box
- 2) click the Green “Submit Application” now button

If they don't do that they HAVE NOT submitted an application!!

## Disclaimer

You are only allowed to submit a school application if you have legal responsibility for the child. By submitting the school application using the button below, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this school application, you should sign out now.

By submitting this application you confirm that you agree with the terms and conditions of this website. [Click here](#) to read our terms and conditions



I have read the disclaimer

Print Summary

Return to Preference Summary

Submit Application



Once they have submitted they receive the message below which lets them know they have completed the application.  
They should also receive an email informing them of this

# Child Application Submitted successfully

Your application has been successfully submitted. You may now return to the application summary page and view information on your submitted applications, or Sign Out.

You may log in again at any point to view your application as it is being processed. Results will be available on the publicised date.

[← Return to Home Page](#)

## Email to parent shown below.....

Dear Parent/Carer

This email is to confirm we have received the application you submitted for your child for Secondary School in September 2017. Keep your login details secure as you may need these again to view your school offer or amend your application. Please take the time to read the details below to give you a better understanding of the process and what will happen next.

### How can I check the details I have input?

You can log back into your account using your login details to see the information you entered for yourself and your child.

### Can I make changes to my information before the deadline of 31 October 2016?

Yes, changes can be made to your application online until the deadline. Please ensure you resubmit your application, so any changes are transferred to us.

### Is it possible to make a change after the deadline?

That may depend on where we are in the process. Please email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) and we will do our best to assist you.

### When will I find out which school my child has been offered?

National Offer Day is Wednesday 1 March 2017. Offer emails will be sent after 4pm on this date. KCC has no control over emails once they have left our servers so we cannot guarantee when you will receive your email. Your offer email will include information about what to do next. Please ensure you add [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) to your safe sender list to ensure you receive this email.

If you have any further question, please email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)

Regards

Kent Online Admissions Team

