2017 Primary Intake Admissions Briefings Fair Access

September 2016
Changes for 2016

- New IT System
- Main application process remains unchanged
- The full scheme can be found on: www.kent.gov.uk/admissionscriteria
Key Dates for Parents

- Kent Test results sent to parents on **13 October**
- National RCAF/JCAF closing date **16 January**
- National Offer Day **18 April**
- Waiting List requests and Late applications **15 May**
- Places to be accepted or refused by **15 May**
- Appeals “on time” until **17 May**
- Vacant places reallocated by KCC **12 June**
Key Dates for Schools

Main Round
- Preference Numbers 10 February
- Rank Lists 20 February to be completed by 3 March
- Offer Lists 30 March

Reallocation Round
- Reallocation Lists 19 May
- Ranked Reallocation Lists and Acceptance/Refusal Lists completed by schools 26 May
- Reallocation Offer Lists 12 June
Ranking Lists
Sent 20 Feb – Returned 3 Mar

- Schools need to rank lists using the oversubscription criteria in their arrangements
- New web-based system for ranking
- Ranking guidance can be found on KELSI closer to the time
Offer Lists
Available 30 Mar – Returned as Accept/Refuse list 28 May

• Schools need to check Offer Lists for unexpected outcomes and check with the LA
• Results are confidential until offer day has passed
• Welcome Letters no earlier than 20 April

• Schools record acceptance/refusal via web portal
Reallocation Lists
Sent 19 May – Completed with Accept/Refuse list 26 May

• Contains Waiting List requests and Late Applications received until **15 May**
• Schools need to rank lists using same oversubscription criteria as Offer Day
• Waiting List requests are returned to school in previous rank order, but should be checked for changes
• Late Applications are highlighted, but should be treated the same way as Waiting List requests
Transition to In Year

- Remainder of Waiting Lists returned to schools after Reallocation on 12 June and can offer places as vacancies arise
- New applicants for Yr R/3 places should be managed similarly to the In Year process, but may need a different form
- The LA will collate admissions data and roll numbers from schools to track and identify children without a school place
Verifying Addresses

- Parents must provide proof by **15 May**
- 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
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 10 February 2017
• Ensure that you keep notes of any conversations that you may have with parents regarding the evidence
Verifying Addresses

• 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
Appeals

• Deadline for “on time” appeals is 20 school days after Offer Day - **17 May**
• The hearing must take place within 40 school days of the closing date
Kent Test

• Instructions sent in May, including Special Arrangements
• Leaflets provided to schools
• Checklist sent once registration has closed
• Final list sent with papers – open before test date
• PESE 2 needs to be completed:
  ▪ Taken Test
  ▪ Absent (with note)
  ▪ Withdrawn (with note)
Summer Born

- A Summer Born child is any child born between the 1 April and 31 August
- Reach statutory school age on first day of Year 1
- No legal requirement for them to be taught in a particular year group
Deferment of Entry

Parental right since 2014 Admissions Code

2.16 Admission authorities must provide for the admission of all children in the September following their fourth birthday. The authority must make it clear in their arrangements that, where they have offered a child a place at a school:

a) that child is entitled to a full-time place in the September following their fourth birthday;
Deferment of Entry

b) the child’s parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age
Admission outside the normal point of entry

2.17 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.
Admission outside the normal point of entry

2.17A Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
Admission outside the normal point of entry

2.17A Cont…They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.
Admission outside the normal point of entry

2.17B Where an admission authority agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.
Admission outside the normal point of entry

2.17B Cont… They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
Recent Complications

• In August 2015, Nick Gibb sent an open letter to LAs and admission authorities and asked them to allow all Summer Born children to apply outside the normal point of entry without investigation
• This was a non-statutory request
• Bypasses a number of requirements of the Code
• Taken by parents as a determined change in policy
Shortcomings of the change

- Increases the gap between youngest and oldest children in a class
- Gives some parents a mechanism to double their chances of securing a place at a popular school
- Social implications
- Significantly impairs the LA’s ability to ensure sufficient provision
Current Process for Parents

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child’s date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school 5 attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria.
Any questions?

• Send additional questions to primaryadmissions@kent.gov.uk

• Contact the team on 03000 412121
Login Page
The page shows all rounds and their status (open, closed etc)

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*

Forename*

Email Address*

Confirm Email Address*

Secret Question*

Secret Answer*

Password*

(please see above for secure password policy)

Confirm Password*

Next >>
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.
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

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.
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.
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.
The next step is to enter the Child's 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.

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

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

Press “NEXT” to continue.
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.
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.
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.
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 to 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.
Parents can confirm they have chosen the right school.
If they need to Edit/Change they can do so.

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.
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]
<table>
<thead>
<tr>
<th>Account Details</th>
<th>Child Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name:</strong></td>
<td><strong>Round:</strong></td>
</tr>
<tr>
<td>Mr Kent Secondary Fake</td>
<td>Secondary Transfer (Yr7) For Sept 2017 Intake</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td>Sessions House,</td>
<td>Kent Secondary Fake Jnr</td>
</tr>
<tr>
<td>County Road,</td>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td>Maidstone,</td>
<td>As Parent / Applicant</td>
</tr>
<tr>
<td>ME14 1XQ</td>
<td><strong>DOB:</strong></td>
</tr>
<tr>
<td><strong>Evening Phone:</strong></td>
<td>01/09/2005</td>
</tr>
<tr>
<td>03000 416490</td>
<td><strong>Gender:</strong></td>
</tr>
<tr>
<td><strong>Daytime Phone:</strong></td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td><strong>Council Tax Ref No:</strong></td>
</tr>
<tr>
<td></td>
<td>Educated abroad</td>
</tr>
<tr>
<td><strong>Mobile Phone:</strong></td>
<td><strong>Relationship to Child:</strong></td>
</tr>
<tr>
<td></td>
<td>Father</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td><strong>Current School:</strong></td>
</tr>
<tr>
<td><a href="mailto:neil.mitchell@kent.gov.uk">neil.mitchell@kent.gov.uk</a></td>
<td>Educated abroad</td>
</tr>
<tr>
<td></td>
<td><strong>Looked After:</strong></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Does the child have an Education Health and Care Plan or Statement of SEN?:</strong></td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Alternative Contact Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>
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
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!!
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.
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 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 to your safe sender list to ensure you receive this email.

If you have any further question, please email kentonlineadmissions@kent.gov.uk

Regards
Kent Online Admissions Team