

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 KELS I 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)

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

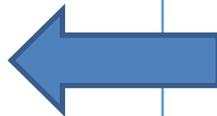
DOB:
01/09/2006

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 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.

The screenshot shows a search form with a blue header labeled 'Search'. It contains the following fields and options:

- Name:** A text input field with a blue arrow pointing to it from the right.
- Distance Radius (miles):** A section with four radio button options: 'Any Distance' (selected), '< 5 miles', '< 10 miles', and 'Other'. A blue arrow points to the '< 5 miles' option from the right.
- LA:** A dropdown menu currently showing 'Kent County Council'.
- Buttons:** At the bottom, there are three buttons: '<< Back' (light blue), 'Search' (dark blue), and 'Advanced Search' (green). A blue arrow points to the 'Search' button from below.

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

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

<< Back Next >>

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

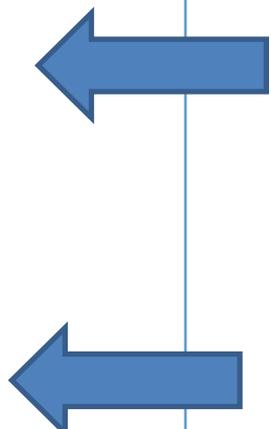
Reason Notes

This school is the closest to my house

I used to go to this school

He has a Medical condition

<< Back Next >>



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	Edit School Details section
School:	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

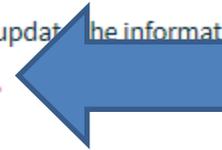
If someone enters a preference for a school that has a Supplementary Form the message in RED appears informing them it should be returned to the school.

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

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 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