

2017 Secondary Intake Admissions Briefings Fair Access

July 2016



Statistics 2016

Offer Day

- 16,172 Kent pupils applied in 2016 against 15,894 Kent pupils in 2015

Preferences

- 97.35% of Kent pupils were offered a preferred school
- 81.37% of Kent pupils received their first preference

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

- 11+ test registration closed **1 July**
- Tests on **8 September** (OOC on **10 September**)
- Results sent to parents on **13 October**
- National SCAF closing date **31 October**
- National Offer Day **1 March**
- Waiting List requests and Late applications **16 March**
- Places to be accepted or refused by **16 March**
- Appeals “on time” until **29 March**
- Vacant places reallocated by KCC **28 April**

Key Dates for Schools

Main Round

- Preference Numbers **9 December**
- Rank Lists **6 January** to be completed by **18 January**
- Offer Lists **23 February**

Reallocation Round

- Reallocation Lists **29 March**
- Ranked Reallocation Lists and Acceptance/Refusal Lists completed by schools **31 March**
- Reallocation Offer Lists **28 April**

Ranking Lists

Sent 6 Jan – Returned 18 Jan

- Schools need to rank lists using the oversubscription criteria in their arrangements
- Each child is to be given a rank number and/or band number
- New web-based system for ranking
- The rank number allows the LA to allocate places to children based on their preference and eligibility compared to other applicants
- Ranking guidance can be found on KELS I closer to the time

Offer Lists

Available 23 Feb – Returned as Accept/Refuse list 25 Mar

- 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 **6 March**
- Schools record acceptance/refusal via web/portal
- Refusals used to make additional offers
- Leave outstanding responses as blank

Reallocation Lists

Sent 29 Mar – Completed with Accept/Refuse list 31 Mar

- Contains Waiting List requests and Late Applications received until **16 March**
- 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 **28 April** and can offer places as vacancies arise
- New applicants for Y7 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 **16 March**
- 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
- Ensure that you keep notes of any conversations that you may have with parents regarding the evidence

Verifying Addresses

- The home address for a child is considered to be a residential property that is the child's only or main residence and not an address at which the child may stay during the week such as a friend's, grandparent's or childminder's home
- It must be:
 - owned by the child's parent, parents or guardian **OR**
 - leased or rented by the child's parent, parents or guardian under a lease or written rental agreement **OR**
 - a property that the applicant has exchanged contracts on or have a lease/rental agreement for by **31st October 2016**, the deadline for completing the SCAF. However, it would be expected that they would move in before the offer day on **1 March 2017** otherwise the offer of a school place may be withdrawn.
- If applicants have exchanged contracts or have a rental agreement after they submitted their application, they can advise Admissions and provide us with the appropriate documentation. We will amend the application to reflect the new address if received no later than **9 December 2016**

Verifying Addresses

- Schools should monitor address changes for Year 7 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 - **29 March**
- The hearing must take place within 40 school days of the closing date

Consultation and Determination of Admission Arrangements

- Where changes are proposed (excluding PAN increases) the Admission Authority must consult for at least 6 weeks between **1 October and 31 January** in the year preceding intake
- Where no changes are proposed, arrangements must be consulted on **at least every 7 years**

Consultation and Determination of Admission Arrangements

- All Admission Authorities must determine and publish their arrangements annually by **28 February** and it is a requirement of the Code (1.47) that ‘Admission Authorities **must** send a copy of their full, determined arrangements to the Local Authority as soon as possible before **15 March**’, even if no changes are made
- Objections to determined arrangements can be referred to the Office of the Schools Adjudicator until **15 May**
- Guidance can be found on KELSI

Admitting Over PAN

- Maintaining or increasing the PAN does not require consultation, except between the LA and its own schools. Decreasing the PAN does. **(1.3)**
- An Admission Authority intending permanently to increase its PAN must notify the LA of the proposed increase when sending in determined arrangements and publish it on its website **(1.4)**

Admitting Over PAN

- If an Admission Authority wants places offered in excess of its determined PAN on National Offer Day it must let the LA know “in good time” (1.4). The latest date for this would be **18 January**, when all schools return their ranked lists of applicants so that offers can be made
- This does not increase the PAN permanently, though it may affect the defence of future appeals for that year group
- An offer of places in excess of PAN is best made on National Offer Day, so that all offers are made by the same rules, and more children benefit

Summer Born Children

- 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

Summer Born Children

- 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

Summer Born Children

- Children take key tests with class, not with children their age
- No expectation to “catch-up”
- Currently issues with Secondary Transfer
- Secondary schools must take into account a child’s educational history when making a decision
- Next Code expected to introduce significant change

Any questions?

- Send additional questions to kent.admissions@kent.gov.uk
- Contact the team on 03000 412121