



SECONDARY TRANSFER

A SIMPLE(ish) GUIDE



Kent Test Results Day is 18th October 2022

- **Registered online**

- Where parents registered online, they will email your child's Kent Test result to you after 4pm on result day (the delivery time will depend on your email service provider). You will also be able to login to view your child's Kent Test result and test scores after 5pm. If you need to reset your password you must use the email address you registered with.

- **Did not register online**

- If you did not register online and the LA do not have a valid email address for you, the Kent Test result can only be sent by letter.
- If possible, they will post your child's result to you on results day by first class post. You can ask your child's primary school for their test scores the **day after results go out.**



Applying for a Secondary School Place to Start in Sep 2023

Secondary school applications for Kent residents will be open from Thursday 1 September to Monday 31st October 2022 at www.kent.gov.uk/ola

Additional information

Some schools may need you to complete an additional form called a Supplementary Information Form (SIF).

Please contact the secondary school to obtain the form.



Applying for a Secondary School Place to Start in Sep 2023

Apply online

If you apply online Kent will email you on 1 March 2023 after 4pm to tell you which school you have been offered. We cannot guarantee the exact time you will receive your email, this will depend on your email service provider.

You can also log in after 5pm on 1 March 2023 to view your offer online. If you need to reset your password you must use the email address you registered with.



Applying for a Secondary School Place to Start in Sep 2023

Choosing the right school for your child

- Go and visit and look round, you can take your child, just let us know.
- We sent out a list of all the dates we knew for local schools but check the school websites to be sure.



Applying for a Secondary School Place to Start in Sep 2023

You should complete the application by **naming four secondary schools**; putting them in order of preference with the one you would like most first.

The order you name the schools in only matters if more than one of them could offer your child a place. If this happens, they will look back at your preferences and offer whichever of them you named highest on the form. The unused offer for the lower preference school(s) will then be offered to a child that was ranked lower on that school's list.



Completing the SCAF (Secondary Common Application Form)

There are different scenarios depending on the decisions you made regarding the Kent Test



Position 1

- I did **NOT** put my child in for the Kent Test
- Place your **4 high school choices** in order of preference on the SCAF form
- COMPLETE ONLINE BY **31st October 2022** and tell the WJS school office you have done so.
- When places are allocated on **1st March 2023**, your child will be allocated a High school.



Position 2

- I **DID** put my child in for the Kent test
- I find out that my child has been assessed as **grammar**
- If you wish to choose a grammar school education then place the 4 grammar schools you have chosen in order of preference on the SCAF form
- COMPLETE ONLINE BY **31st October 2022** and tell the WJS school office you have done so.



Position 3

- I did put my child in for the Kent Test
- I find out that they are assessed as **high** and we decide will accept the high assessment.
- Place the 4 High Schools you would like your child to attend in order of preference on the SCAF form.
- COMPLETE ONLINE BY **31st October 2022** and tell the WJS school office you have done so.



Position 4

- I did put my child in for the Kent Test
- I find out that they are assessed as **high** and we might want to appeal/definitely want to appeal.
- Please contact school if you would like to discuss your child's scores with us
- **If you want to appeal for a grammar school**
- Choose your 4 schools and put at least one preferred grammar school and preferred high school in preferential order on the SCAF form
- COMPLETE ONLINE BY **31st October 2022** and tell the WJS school office you have done so.



What the Local Authority say about appealing...

- If your child takes the tests but is not deemed to be eligible for a Grammar school place, a Grammar school place cannot be offered, so on National Offer Day 1st March 2023 you will not be offered a place at any grammar schools named on the SCAF. You will, however, retain the right to appeal to an Independent Appeal Panel for your child's admission to any of the grammar schools you named.



Will my child definitely get a Grammar School Place?

- No.
- If you have named a Grammar school as the highest preference on your Secondary Common Application Form, and that Grammar school has too many applications from suitable candidates, it may not be possible to offer you a place there, even if your child has done well enough in the Kent Test to qualify for a Grammar school place. If this happens, you will be offered the next highest available of your remaining preferences, even if that is not a Grammar school. If your child is not offered a place at a grammar school because it is full you can put their name on the school's waiting list. You can also appeal to explain why you think the school should admit your child even though it is full.



Happy with the offer...

- If you are happy with the school your child is allocated, you accept the place by Wednesday 15th March 2023.



Not offered the schools you applied for?

This may be because:

- your child was not eligible for the school
- there were more applications than spaces available so the school used its oversubscription criteria to prioritise which children to offer places to
- Your child will be offered a school place of a school closest to you that has school places available.



If you are unhappy with the offer..

- KCC suggest that you visit the school website you have been offered to find out more about it before you make any decisions.
- If you are still unhappy you can put your child on the waiting list or [make an appeal](#) for any of the schools you applied for, even if they are a grammar school and your child has been assessed as high. Parents should fill out the waiting list forms by Wednesday 15th march 2023. The deadline for Appeals Request is 28th March 2023.
- You can do either or both for the same school or for different schools. For example, you can appeal for one school and put your child on the waiting list for another.



Accept the school place.

- It is recommended that you still accept the place your child has been offered. This will **not** affect your waiting list position or your appeal. It will guarantee your child has a school place if no places become available or if your appeal is unsuccessful.
- If the waiting list or appeal are successful you must remember to tell the school you were originally offered that you no longer want the place.
- Parents of pupils with an EHCP can appeal to a SEND Tribunal against the school named for their child.



I hope this has helped explain the process.

- The Admission to Secondary School booklet will also answer all your questions and it is saved on this page.
- Please contact myself or Mrs Roy if you have any questions at all.

Annie Knoupe (Headteacher)

