

2019 Transfer to Secondary School School Admission Appeals

A Guide for Parents



This guide is to help families who have not got a place at the secondary school they wanted.

If you are disappointed and worried about where your child will go to school in September, this guide will answer some of your questions and explain what you can do next.

In the first instance you should visit the school you have been offered to get a feel for it and meet with the headteacher. Once you have done this, if you are still not satisfied you may want to consider lodging an appeal for your preferred school(s).

Why didn't my child get a place at the school I wanted?

The County Council will have tried to offer a place at the school you wanted. If that hasn't happened it's probably because the school had more applications than places available and other children had a higher priority for the place than your child. It may also be because your child did not meet the entry requirements for the school and so could not be offered a place.

What does this mean?

When a school doesn't have enough places for everyone who wants to go there, it has to have a way of deciding which children should get in. Often a school takes the children who live closest first, so if you live further away, it may have filled all its places with children who live nearer. Other common reasons are: other children had a stronger church connection, higher test scores, lived within the school's catchment area, or had brothers or sisters attending the school already.

My child has been given a place at a school that I didn't name on my form.

Why did this happen?

Because all of the schools you named had applicants who had a higher priority for their places. When this happens the County Council is legally required to offer you a place at another school which has space.

What can I do now?

One thing you can do is ask the County Council to put your child's name on a waiting list for the schools you applied to and your child was eligible for, but were not offered. Please note, a Grammar school can only put children on its waiting list who have been assessed as suitable for education there.

How do I do that?

Complete the waiting list form enclosed with your 1 March offer letter and send it to KCC Admissions, Room 2.20 Sessions House, Maidstone, Kent ME14 1XQ by 15 March 2019.

How will the waiting list work?

All schools have rules on how they will offer places if they get too many applications. They will use the same rules, called 'over-subscription criteria', to put the names on the waiting list in priority order. If there are any vacancies, the County Council will offer places to children on schools' waiting lists on 24 April. From 25 April schools will maintain their own waiting lists and allocate any vacant places as they arise.

What else can I do?

You can appeal for a place at the school. All parents have the right to appeal if they are not offered a place at the school they want. You can appeal for a place at any school that you named and were not offered, wherever you ranked it on the Secondary Common Application Form, including Grammar schools, even if your child did not meet the entry requirements. You may attend the appeal hearing in person. You cannot appeal for a place at a school you have not applied for.

What does an appeal do?

It lets you explain to an independent group of people why you think your child should be given a place at the school and lets the school explain why it could not offer a place.

If I am going to appeal should I accept the place my child has been offered?

Yes. Accepting a place at the school offered will not affect your appeal and will ensure you have a place in reserve if your appeal is unsuccessful. Should your appeal be successful please remember to tell the school you were originally offered that you no longer need the place so that it can be offered to someone else.

How do I appeal?

Your appeal process will be different depending on the school you are applying for. The schools at the top of page 4 all use the same process, as they are schools where KCC is the admissions authority. The schools at the bottom of page 4 are their own admissions authority. Many of them use the same form as KCC, but some use their own form. Please ensure you contact the school for information about how they manage their appeals process.

When appealing for KCC schools and own admissions authority schools that use the same process as KCC, you will need to complete the form that accompanies this leaflet. You can photocopy the form if you want to appeal for more than one of these schools.

When should I appeal?

If your appeal is for a school that KCC is the admissions authority for, or a school that uses the same process as KCC, please ensure that your appeal is received by 29 March 2019.

Appeals received after this date will need to be accompanied by a reasonable explanation as to why they are late. A late appeal may have to be heard after the others from the same school.

What do I put on the KCC appeal form?

Explain why you think your child should have a place at the school, which is probably why you chose the school in the first place. List the reasons, providing as much evidence as you can.

If you believe your child has a disability as defined by the Equality Act 2010 and this is relevant to your appeal, please tick the relevant box on the form and explain why you feel your application for a place at the school was not fairly considered.

I am unhappy with the school my child has been offered. What can I put on the KCC appeal form?

Give the reasons why you are not happy and explain any problems you would have with the school offered. As an example, you may wish to explain why the school would provide a more suitable educational environment for your child.

Do I have to provide all this information before the closing date?

You should try to send your form and evidence by 29 March 2019. If you can't get everything you want to send ready in time, return your form by the closing date and send any later evidence to the same address as soon as you can. Make sure you put your child's name and date of birth on any late papers you send.

Where do I send my appeal?

Appeal arrangements vary for different types of schools. This is explained on page 4. If you are appealing for more than one school please complete a separate form for each appeal, making sure to use the correct form. If you wish to appeal for a place at a school in another Local Authority area please ask them for details of their procedures.

Once I have sent my appeal what will happen next?

Your appeal will be acknowledged and you will be sent a copy of the guidance notes for appeals to help you with any questions you may have about the appeal procedure. You will also be informed about when and where the appeal will be held.

Who else can I contact for further advice?

- You can speak to your child's primary teacher and headteacher.
- You can ring the Secondary Admissions team at Kent County Council on 03000 41 21 21

Appeals

To appeal for a place at one of the following schools, you should send your appeal form to the Appeal Panel Administrator, Kent County Council, Legal and Democratic Services, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

Dover Grammar School for Girls

Simon Langton Girls' Grammar

Tunbridge Wells Grammar Boys

If you wish to appeal for a place at one of the following schools, you must first check whether that school uses their own appeals form or this form. Once you have ascertained which form you should use, it must be returned to the Clerk to the Governors at the school. You can find school contact details in the 'Admission to Secondary School in Kent 2019' booklet which you can find on the Council's website at www.kent.gov.uk/schoolsadmissions, or on the school's own website.

Abbey School

Archbishop's School

Astor College

Aylesford School – Sports College

Barton Court Grammar School

Bennett Memorial School

Borden Grammar School

Brockhill Park Performing Arts College

Canterbury Academy

Charles Dickens School

Chatham & Clarendon Grammar School

Cornwallis Academy

Cranbrook School

Dane Court Grammar School

Dartford Grammar School

Dartford Grammar School for Girls

Dartford Science & Technology College

Dover Christchurch Academy

Dover Grammar School For Boys

Duke of York's Royal Military School

Ebbsfleet Academy

Folkestone Academy

Folkestone School For Girls

Fulston Manor School

Goodwin Academy

Gravesend Grammar School

Hadlow Rural Community School

Hartsdown Academy

Harvey Grammar School

Hayesbrook School

Herne Bay High School

Highsted Grammar School

High Weald Academy

Highworth Grammar School

Hillview School For Girls

Holmesdale Technology College

Homewood School

Hugh Christie Technology College

Inspiration Academy @ Leigh UTC

Invicta Grammar School

John Wallis Academy

Judd School

King Ethelbert School

Knole Academy

Leigh Academy

Leigh UTC

Lenham School

Longfield Academy

Maidstone Grammar Girls

Maidstone Grammar School

Malling School

Maplesden Noakes School

Marsh Academy

Mascalls School

Mayfield Grammar School

Meopham School

New Line Learning Academy

North School

Northfleet School for Girls

Northfleet Technology College

Norton Knatchbull School

Oakwood Park Grammar School

Oasis Academy Isle of Sheppey

Orchards Academy

Queen Elizabeth's Grammar School

Royal Harbour Academy

St Anselm's Catholic School

St Augustine Academy

St Edmund's Catholic School

St George's CE School Broadstairs

Saint George's CE School Gravesend

St Gregory's Catholic School

St John's Catholic School

St Simon Stock Catholic School

Sandwich Technology School

Simon Langton Grammar School Boys

Sir Roger Manwood's School

Sittingbourne Community College

Skinner's Kent Academy

Skinner's School

Spires Academy

Thamesview School

Tonbridge Grammar School

Towers School

Trinity School

Tunbridge Wells Girls' Grammar School

Turner Free School

Ursuline College

Valley Park School

Weald of Kent Grammar School

Westlands School

Whitstable School

Wilmington Academy

Wilmington Grammar For Boys

Wilmington Grammar School For Girls

Wrotham School

Wye Free School

If you wish to appeal for a place at a school outside Kent you should contact the local authority responsible for the school for further information.