

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	Highworth Grammar School	St Anselm's Catholic School
Archbishop's School	Hillview School For Girls	St Augustine Academy
Astor College	Holmesdale Technology College	St Edmund's Catholic School
Aylesford School – Sports College	Homewood School	St George's CE School Broadstairs
Barton Court Grammar School	Hugh Christie Technology College	Saint George's CE School Gravesend
Bennett Memorial School	Inspiration Academy @ Leigh UTC	St Gregory's Catholic School
Borden Grammar School	Invicta Grammar School	St John's Catholic School
Brockhill Park Performing Arts College	John Wallis Academy	St Simon Stock Catholic School
Canterbury Academy	Judd School	Sandwich Technology School
Charles Dickens School	King Ethelbert School	Simon Langton Grammar School Boys
Chatham & Clarendon Grammar School	Knole Academy	Sir Roger Manwood's School
Cornwallis Academy	Leigh Academy	Sittingbourne Community College
Cranbrook School	Leigh UTC	Skinner's Kent Academy
Dane Court Grammar School	Lenham School	Skinner's School
Dartford Grammar School	Longfield Academy	Spires Academy
Dartford Grammar School for Girls	Maidstone Grammar Girls	Thamesview School
Dartford Science & Technology College	Maidstone Grammar School	Tonbridge Grammar School
Dover Christchurch Academy	Malling School	Towers School
Dover Grammar School For Boys	Maplesden Noakes School	Trinity School
Duke of York's Royal Military School	Marsh Academy	Tunbridge Wells Girls' Grammar School
Ebbsfleet Academy	Mascalls School	Turner Free School
Folkestone Academy	Mayfield Grammar School	Ursuline College
Folkestone School For Girls	Meopham School	Valley Park School
Fulston Manor School	New Line Learning Academy	Weald of Kent Grammar School
Goodwin Academy	North School	Westlands School
Gravesend Grammar School	Northfleet School for Girls	Whitstable School
Hadlow Rural Community School	Northfleet Technology College	Wilmington Academy
Hartsdown Academy	Norton Knatchbull School	Wilmington Grammar For Boys
Harvey Grammar School	Oakwood Park Grammar School	Wilmington Grammar School For Girls
Hayesbrook School	Oasis Academy Isle of Sheppey	Wrotham School
Herne Bay High School	Orchards Academy	Wye Free School
Highsted Grammar School	Queen Elizabeth's Grammar School	
High Weald Academy	Royal Harbour Academy	

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.