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'For Learning That Lasts A Lifetime'

27th September 2023

Dear Parent/Carers of Class 6,

Secondary School Application Form (SCAF)

Please find an outline below of the application process for secondary schools:

SCAF

- As you are aware, secondary schools are holding their open events. We encourage you to attend these before you complete the application form.
- Applications are made online at www.kent.gov.uk/ola. (you can log in and out of your form before officially submitting).
- The application window is open – deadline for applications is **31st October 2023** (please make sure you press submit before this date).
- General information from Kent County Council on the application process can be found here: <https://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-1>. Find out about admissions/additional entry requirements for some schools (e.g. church affiliation) and also their over-subscription criteria (how schools decide on ranking for waiting lists etc.)

Kent Test Results:

- Results for parents are due on Wednesday, 18th October 2023 (at this point, these results are final).
- If your child has been unsuccessful in the test, you must go through the process to obtain a high school place for your child and then appeal for a grammar school next March (see below).

Application Form – Naming Schools:

- The form allows you to name four choices of school.
- If your child has not been successful in the Kent Test and you intend to appeal for a grammar school place in March 2023, name three high schools with your fourth being the grammar you want to appeal for – this signposts your intention to appeal.
- I strongly recommend using all four choices on your form. If you name fewer, there is a risk of not obtaining a place at a school on your list and the Local Authority will then allocate you a place at a school where there is a place – this may be a school that you do not want your child to attend.



How School Places are offered:

- Schools apply their admission criteria to rank applicants – the Entry Test for Dover Grammar schools will be considered.
- Kent then offers a place by matching this ranking to school choices on your list.
- If you do not rank highly enough for any of the schools on your list, Kent will allocate you a school place that is not on your list – this is why it is important to use all of your choices.
- National offer day is 1st March 2024 – you will receive an email with a school offer after 4pm (and the offer will be sent by 1st class post).

Further information will be sent in the new year, regarding the parental appeal process after National offer day (1st March 2024).

If you have any questions, do get in touch.

Yours sincerely,



Mrs R Hindle
Head of School

