

**ST MARY'S CHURCH OF ENGLAND
(Aided) PRIMARY SCHOOL**

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'Learning for life with God as our guide'

18TH September 2023

Secondary Common Application Form (SCAF)

Dear Parent/Carers of Class 6,

The application process for applying for your child's secondary school place (to start in September 2024) opened on Friday, 1st September and closes on midnight on Tuesday, 31st October.

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

SCAF:

- As you are aware, secondary schools have been holding their open events, which we encourage you attend before you complete the application form
- General information from Kent on the process can be found here:
[Secondary-School-admissions-information-booklet.pdf](#)
- **Start the application here (you'll need to set up an account): www.kent.gov.uk/ola**
If you are unable to apply online, please email kentonlineadmissions@kent.gov.uk for assistance.
- Applications are made online (you can log in and out of your form before officially submitting).
- The application window is open – deadline for applications is midnight on Tuesday, 31st October 2023 (please make sure you press submit before this date).
- 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 parent/carers are due on Wednesday, 18th October (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 in March 2024, if you so wish (see below).

Application Form – Naming Schools:

- The form allows you to name four choices of school.
- Put the schools in the order of preference.
- You are not able to name the same school more than once.
- Kent strongly recommend using all four choices on your form. If you name fewer, there is a risk of



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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.

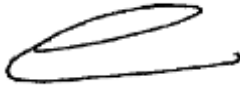
How School Places are offered:

- 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 Secondary School 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 Secondary School Offer Day.

If you have any questions, do get in touch.

Yours sincerely,



Mr Lamprell
Head of School