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20th September 2019

Dear Parents & /Carers

Secondary School Admissions for September 2020

The admissions process for secondary school places for September 2020 is now open. The closing date for applications is Thursday **31st October 2019**.

For further information, please visit the KCC website www.kent.gov.uk/secondaryadmissions where you can view or download the booklet for information about the secondary transfer process.

You can make your secondary school application online at www.kent.gov.uk/ola or by post using the Secondary Common Application Form (SCAF) which can be downloaded from the KCC website.

1. You can apply for up to 4 schools, putting them in order of preference. It's in your best interests to list 4 schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.
2. You **must** put the school you want your child to go to first on the form. Schools do not see which preference you have put them in and therefore you need to put the school you want your child to go to as first choice.
3. If you want to have the option to appeal, or be put on the waiting list for a place for a particular school, then you must name that school as one of your choices on your form (the appeals process and waiting list happens after you are informed of allocations in March).
4. If your child sat the Kent Test, you may wish to hold off making your application until you receive the results. If you registered online, you will be emailed your results by Kent County Council after 4pm on 17th October, and letters will be sent the same day for postal registrations.

If you register and apply online, you will receive an email from KCC Admissions on 2nd March 2020 after 4pm to tell you which school you have been offered. They cannot guarantee the exact time you will receive your email; this will depend on your email service provider. You will also be able to log in to your account after 5pm that day to view your offer online. If you apply by post, KCC Admissions will send your offer by first class post on 2nd March 2020.

If you would like to discuss your application/choice of school, please make an appointment with me. Mrs Woodland can also advise you on the application process, and can provide paper application forms if you are unable to submit your application online.

Yours sincerely

Mrs D Cooper
Headteacher

Love Trust Respect Honesty Forgiveness Perseverance



The Diocese of
Canterbury
THE CHURCH
OF ENGLAND

