



Thursday 23rd September 2021

Dear Parent/Carer,

**We would like to keep you up-to-date with some important dates in relation to Kent Test Results and secondary transition.**

- Kent Test Assessment decision sent to parents: Thursday 21 October 2021 (please be aware this a week later than previously published by KCC)
- National Closing date for secondary school application forms (called the SCAF – Secondary Common Application Form): Monday 1 November 2021
- National Offer Day of secondary school (emails sent after 4pm and letter sent 1st class): Tuesday 1 March 2022
- Deadline for lodging parental appeals (appeals to high school or grammar school): Monday 28 March 2022
- We currently have not had confirmation as to when you will receive your child's Shepway Test result. It is usually the same day as the Kent Test result.

You will receive your child's Kent Test Result on the last day of Term 1: Thursday 21st October. You will need to complete your SCAF (Secondary Common Application Form) by the first day of Term 2: Monday 1st November. This leaves us with little time to meet should you wish to discuss your child's results and next steps.

I will be available during the afternoon of Friday 22nd October (the school's staff development day) should you wish to discuss your child's result and secondary school options; this will be a telephone appointment.

Please email [enquiries@sandgate.kent.sch.uk](mailto:enquiries@sandgate.kent.sch.uk) , or contact the school's office, specifying that you would like a telephone meeting with myself on the afternoon of Friday 22nd October. You may not currently know whether you will need to speak with me and we anticipate that appointments will be requested on the afternoon of results day, or the following day. I will not allocate appointment times due to this timeframe, and will contact parents requesting a meeting during the afternoon. If contact cannot be made via telephone, due to parental work commitments for example, I will make contact via email – please ensure that the school has your current email address.

## **Information about completing the SCAF (Secondary Common Application Form)**

The SCAF is used for the purpose of admitting pupils to the first year of Secondary education. **Closing date for completing the SCAF: Monday 1st November 2021**

You will be able to apply for your child's school place using a Secondary Common Application Form (SCAF) either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or via an alternate method available on request. Kent County Council cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both.

When completing the SCAF, parents/carers are able to express **up to four** preferences including, where relevant, any schools outside the Kent County Council area, and **to rank** each school according to their order of preference.

Parents/Carers are able to give reasons for each preference if applicable, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.

If your child does not pass the Kent or Shepway test, and you are considering lodging a parental appeal to a grammar school, you must name a grammar school within your preferences on the SCAF. We recommend placing your preferred high school options before the grammar school. If you do not name a grammar school on your SCAF, you will not be able to lodge a parental appeal. I work closely with parents who wish to submit a parental appeal. This takes place once you receive your secondary school offer on Tuesday 1st March 2022. Please advise me as soon as you are able that you are considering a parental appeal to a grammar school; this allows the school to begin collating evidence to support with the appeal.

Common question: my child has passed the Kent Test and/or the Shepway Test. Do I need to put a high school choice on my SCAF?

This is a common question every year and fundamentally your choice as parent/carer. We have never known a child from this school, who has passed the Kent and/or Shepway test, not be given a place at a local Shepway grammar school. Nevertheless, we have heard of cases of children, who live far away from a Shepway grammar school, such as New Romney/Lydd, who have not been awarded a place. If your child has passed the Kent and/or Shepway test, then you may feel more reassured placing a high school preference further down your list of preferences after your first choice grammar school.

If you have any questions in the meantime, please make contact with me. Please note that my working days are Wednesday-Friday.

Yours sincerely,

Mrs R Shoob

Deputy Head Teacher