



Secondary School Applications

Dear Year 6 Parents and Carers,

Now that you have received your child's selective test results, the next critical step is completing and submitting your secondary school application form to the local authority. We know this process can feel overwhelming, so we have put together this step-by-step guide to help you navigate your options effectively.

1. Understanding Your Child's Result

- **Assessed Suitable for Selective / Grammar Entry:** Your child met the score threshold required across the assessment papers. They are eligible to be considered for a grammar school place.
- **Assessed Suitable for High School / Non-Grammar:** Your child did not reach the selective score threshold. They are eligible for non-selective high school, or comprehensive secondary places.
- **Important Note:** Achieving a selective assessment score does **not** automatically guarantee a grammar school place. Final admission depends on each school's individual oversubscription criteria (such as distance, catchment area, sibling links, or top-score rankings).

2. Key Rules for Completing Your Application Form

- **Submit Online:** Complete your application through the local authority's online secondary admissions portal (kent.gov.uk/secondaryadmissions)
The national deadline to submit your secondary school application is **31st October at midnight**. Late applications are processed after on-time applications, which significantly reduces your chances of securing a preferred school.
- **Use All Available Preferences:** You can list up to 4 preferences. Always fill in every preference slot. Naming fewer schools does not increase your chances of getting your top choice and risks an unranked allocation if you miss out.
- **Rank in True Preference Order:** List schools in your genuine order of preference (1st choice, 2nd choice, etc.). Admissions operate on an **Equal Preference System** (schools do not see where you ranked them on your list). The local authority will offer you the highest-ranked school on your list that has a place available for your child.

3. Application Strategies Based on Your Results

If Your Child Qualified for Grammar School:

1. **List Your True Preference First:** Always place your genuine top-choice school as Preference 1, even if it is highly competitive.
2. **Include a Backup Option:** Include at least one realistic local non-selective school on your preferences in case grammar school places in your area are oversubscribed.

If Your Child Did Not Qualify for Grammar School:

1. **Focus on Non-Selective Options:** Use your preference list to select your preferred non-selective schools.

2. If You Intend to Appeal:

- You **must** list the grammar school as one of your preferences on your application form to retain the legal right to appeal for a place later.
- You will officially be refused the place on National Offer Day, which will open your right to submit an appeal to an independent panel.
- **Caution:** Do not fill all your preference slots with grammar schools if your child did not reach the qualifying score. Ensure you leave space for non-selective options so your child is allocated a local school if the appeal is unsuccessful.

4. Check for Supplementary Information Forms (SIFs)

Some faith-based secondary schools, specialist academies, or schools with aptitude testing require a **Supplementary Information Form (SIF)** in addition to the main local authority application.

- SIFs must be completed and returned directly to the specific school by their specified deadline, not submitted to the local authority.

5. Key Dates & Timeline

- **31st October (Midnight):** National secondary school application deadline.
- **1st March (National Offer Day):** Secondary school places are officially offered via email/online portal.
- **Mid-March:** Deadline to accept or refuse the offered school place and request to join waiting lists for higher-preference schools.
- **Late March:** Deadline to submit formal admission appeals.

If you have any questions or require support with the application process, please do not hesitate to contact the school office (admin@st-eanswythes.kent.sch.uk).