



Guidance for Completing In Year Casual Admission Form

(Secondary Schools and Academies)

PLEASE READ THIS GUIDANCE CAREFULLY BEFORE COMPLETING YOUR SECONDARY IN YEAR CASUAL ADMISSION FORM (IYCAF)

Do I need to fill in this form?

If you live in another Local Authority's area but want a Kent school place you should apply through your own Local Authority.

If you live in Kent or are about to move into Kent and want a place for your child at a Kent school, you must complete this In Year Casual Admissions Form (IYCAF). If you have a new address, please attach evidence that you and the child live there. If you have not yet moved, we will process the application when we receive evidence to show that the move is taking place (eg: an exchange of contracts or a rental agreement on a property in Kent).

You will need to complete a separate form for each child of school age who needs a place.

You are invited to name up to four schools and the Local Authority (LA) will approach each school on your behalf to see if they have any available places in your child's current year group. (We cannot reserve a place in a higher year group ahead of your arrival, as another child may need that place before the new school year starts).

Information about schools in Kent can be found at www.kent.gov.uk or in the Admission to Secondary School booklet available from the LA. (*Use the contact link on the website* or ring us on 01622 696565 to request a copy).

My child has a Statement of Special Educational Needs – do I complete an IYCAF?

No. You should contact the SEN local offices for information and advice.

Districts of Canterbury, Dover/Deal,
Thanet and Swale
- 01227 284405

Districts of Ashford, Maidstone, Shepway and
Tonbridge/ Malling
- 01233 652309

Districts of Dartford, Gravesham,
Sevenoaks and Tunbridge Wells
- 01732 525000

My child is being assessed for a Statement of Special Educational Needs – do I complete an IYCAF?

Yes, you should complete an IYCAF now to avoid unnecessary delay in finding a school place, but it will help us find the right school if you let us know about the assessment that is in progress.

I am a carer with a foster child (Looked After Child) - do I need to complete the IYCAF?

You should not need to, as an application is usually made to the LA by the child's corporate parent. Check with the child's Social Worker. If Kent is the corporate parent, the Social Worker will liaise with the admissions placement officers and other professionals as necessary in order to agree the school or setting that would best meet the individual needs of the child.

If the child is in the care of another LA, that LA is the child's corporate parent and should already have made arrangements with us for appropriate education prior to the child coming to you, unless the placement is an emergency.

If I am not happy with my child's current school and want another school, do I need to use this form?

Yes. Please do discuss your concerns with the current school first, as a move will disrupt your child's education and may not be necessary. Processing your application will take some time, so you should not remove your child from their current school until you have secured another place.

If I want to apply for a church school (voluntary aided) or a foundation school, do I need to complete any other forms?

Depending on the school, you may be asked to complete a Supplementary Information Form (SIF) to provide the school with additional information in order for them to rank you against their oversubscription criteria. If you are not sure if the school(s) you want require a SIF, you can ask them, or you can find out which schools do from the Admission to Secondary School booklet or via www.kent.gov.uk

Will my child need to take any tests?

This will depend on the admissions arrangements for the school. If you apply for any grammar schools, for example, which select pupils on academic ability, your child will need to be assessed, which will probably involve taking tests.

Once you have completed your IYCAF we will liaise with the school(s) named to let you know about testing arrangements.

When I have completed the form, what do I do?

Send your completed IYCAF and any accompanying correspondence/evidence to the address below and the LA will contact the schools you have listed on your behalf.

Secondary Admissions Team
Room 2.24, Sessions House
County Hall
Maidstone
Kent ME14 1XQ

What happens next?

The LA will contact the schools on your behalf and will offer your highest available preference. This means that if the school you most want is full, we may need to offer one further down your list.

How will I be notified of a school place?

If you completed a Kent IYCAF we will send you a letter offering you a school place and you will need to accept or refuse the place by writing to us within 10 working days of the date on the offer letter. If you have applied for a Kent school through your own LA, the offer letter will come from your own LA.

If the place offered is not at one of your preferred schools, the letter will advise you of your right to appeal against the decision and explain how to place your child's name on your preferred schools' waiting lists.

If all the schools I listed can offer my child a place, will I receive offers for all four?

No. The LA will only offer a place at one school to each child and that school will be the highest available of the schools you named on your IYCAF. If only one school can offer your child a place, then the LA will offer that place to you.

What will happen if none of my preferred schools can offer me a place?

If none of the schools you want can offer a place the LA will allocate your child a place at an alternative school. You can appeal against the decision to refuse you a place at any of your preferred schools, and the offer letter will explain how to do this. If your child already has a place in a Kent school we will not normally allocate an alternative school.

How do I appeal?

To lodge your appeal for a **Community** or **Voluntary Controlled** school you should write to:

The Appeal Administrator
Legal and Democratic Services
Sessions House
County Hall
Maidstone Kent ME14 1XQ

For **Aided and Foundation schools and Academies**, you should direct your appeal letter to the Clerk to the Governors c/o the school.

Notes on Completing the Secondary IYCAF

Attach any additional evidence or correspondence to the completed form and return it to the LA.

Child's Details (Section 1)

Please use the surname and forename the child is legally known by.

D.O.B – Please complete the child's date of birth in full (DD/MM/YYYY)

Male / Female – please ensure that one of the boxes is ticked as many names are unisex.

School Year Group – The National Curriculum Year (Yr 7 – Yr 11) the child is taught in.

Child's Home Address (Section 2)

If the property has a house name, please also give its number, if it is available.

The address given must be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep (such as a child minder's or grandparent's address) due to your own domestic arrangements. If a place is offered using this address, the LA reserves the right to check the information given by requesting evidence of your residence (such as a utility bill and a credit card/bank statement) and of the child's residence at the address named on the application.

We can only accept one address. If the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekday nights.

If you pay your council tax to another local authority (e.g Bexley, Bromley, Medway) please name your local authority in the space provided.

Siblings (Section 3)

If you are looking for places for more than one child, please use this section to identify the brothers or sisters of the child named in Section 1. Kent uses the term "brother or sister" to mean children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

Child in Public Care (Section 4)

Children in public care - sometimes called Looked After Children or LACs - are those for whom the LA provides a home by agreement with their parents (Section 22 of the Children's Act 1989) or who are the subject of a Care Order under Part IV of the Children's Act 1989. This does not include children who are looked after in an agreed series of short-term placements, such as respite care.

Statement of Special Educational Needs (SEN) (Section 5)

If your child already has a Statement of Special Educational Needs, you should not complete this form. Your application will be handled by our SEN team, as different rules apply to school admissions for statemented pupils.

If your child is being assessed to see whether a Statement of Special Educational Needs is appropriate, or a Statement has been agreed and you are waiting for it to be issued, please let us know. We will process your application pending the outcome of the statementing process.

Education History (Section 6)

Please give details of the school the child last attended.

Permanent Exclusion (Section 7)

Please let us know if your child has been permanently excluded from one or more schools. If you enclose information about the exclusions it will help avoid delay in finding a suitable place.

Reasons for Change of School (Section 8)

Please complete this section as fully as possible, providing evidence of exchange of contracts or rental agreement if moving into Kent.

If moving into Kent, please provide the date of your move and when you would want your child(ren) to start school.

If transferring between two local schools, please provide the reasons why you wish to move your child(ren) from their current school (using a separate sheet of paper if you need to) and attach it to your application.

Additional Information (Section 9)

You will need to let us know if the child has been involved with any specialist services so that we can locate records to pass on to their new school.

Other Applications (Section 10)

All applications must be made on an IYCAF. This may be your first application, but if you have already approached any schools before completing the IYCAF and been told that they do not have places, please let us know. If you have been refused a place in writing, please attach copies of any refusal letters you have received when you send your IYCAF to the LA. It will help if you let us know if you are appealing / have appealed against the decision not to offer you a place.

Guardian Details (Section 11)

Please provide the name of the parent/guardian living with the child at the time of the application with whom we will correspond.

School Preferences

The LA invites you to express preferences for up to four schools and to give any reasons for your preference for a particular school. Where these are relevant to the school's oversubscription criteria and could affect your child's priority for admission they will be shared with the school.

Please remember to let us know if your child has a sibling at the school by giving that child's details.

Medical, health, social or special access reasons will be considered in accordance with schools' legal obligations, in particular those under the Disability Discrimination Act 1995. If your child has any exceptional medical, health, social or special access reasons for attending one of your preferred schools, (or if it is the case that your own physical or mental health or social needs mean that your child needs to attend that particular school) you will need to include written evidence from a suitably qualified medical or other practitioner (for example, your own or the child's GP or Consultant), showing clearly that there is a demonstrable and significant need for the child to attend that particular school.

If any of the schools on your form requires a Supplementary Information Form (SIF), complete it and return it to the school. Schools which use SIFs are usually Voluntary Aided or Foundation schools, and are named in the Admission to Secondary School booklet.

Declaration

Applications must be signed by the parent/ guardian confirming that the information provided is correct. Should it be found at a later date that this information is fraudulent, the offer of a place may be withdrawn.

School Transport (Secondary Schools and Academies)

Kent LA provides travel assistance for children who are of statutory secondary school age, live three or more miles from their school and attend the nearest appropriate school/academy. Distance is measured by the shortest available walking route.

If your child goes to a church school, transport will be provided if they meet the above criteria and have the application form signed by a vicar or priest to confirm that they are a regular practising member of a church of the same denomination as the school. If the school is outside Kent, it should normally be within 12 miles of your home.

You can apply for any school, but you should be aware that applications for admission and transport are completely separate. You may not receive help with transport to a school that offers your child a place, if it is not deemed your nearest school.

School Transport for Low Income Families

If you receive the maximum level of Working Tax Credit or if your child is entitled to free school meals, you can apply for help with transport by filling in a transport application form (T1B). A child of secondary school age must go to one of their three nearest appropriate schools for transport purposes and live between two and six miles from the school to be eligible. If your child goes to a church school, the distance between their home and the school must be between two and fifteen miles. The two mile limit is measured in the same way as the statutory walking distance. The upper limits of six and fifteen miles are measured using road routes.

Transport given under the low income criteria is reviewed each year and renewal forms (T1R) should be collected at school by your child. To ensure that a travel pass is available at the beginning of each academic year, you must return the T1R form to this office by the 31st July each year, along with proof of benefit. Refunds for cost incurred will not be given if an application is late.

To qualify, you must provide proof that your child is entitled to free school meals or that you are receiving one of the following benefits.

- Income Support
- Income-based Jobseekers Allowance
- Child Tax Credit (TC602 for the current tax year with a yearly income of no more than £16,190)
- Pension Credit (guaranteed part)
- Income Related Employment and Support Allowance

Transport application forms are available from all schools and on www.kent.gov.uk. The Home to School Transport Team is based at:

School Transport
Room 2.24
Sessions House
County Hall
Maidstone
ME14 1XQ
Phone: 01622 696565
Fax: 01622 696665

Email: homeschooltransport@kent.gov.uk

