

# Hawkinge Primary School

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Dear Parents of a pupil in Y6,

As you know this year is a big one for your child, and lots of decisions need to be made regarding their next school, which is always a complicated, and hard process!

Some of you have already begun this process by applying for your child to take the Kent Test. If this does apply to you I am sure that you know the children have sat the Kent Tests and you should hear the result of these tests on 17<sup>th</sup> October

The next decision is which school to choose!

I know many of you have been going to the open evenings over the last few weeks, which I hope has helped you make your decisions.

To actually apply for Secondary School places you must apply on line - go to [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) and you will need to complete The Secondary Application Form (SCAF)

The SCAF will:

- Ask you to express **up to four** preferences for secondary school choices, and to rank each school according to your order of preference.
- invite you to give reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- explain that the parent will receive no more than one offer of a school place and that: a place will be offered at the highest available ranked preference for which they are eligible for a place; and if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.

**The SCAF MUST be completed by 31<sup>st</sup> October.** Any applications after that date will be classed as 'late applicants' and are likely not to get their first choice school.

If you would like some help completing the SCAF we are holding an 'drop in evening' on Tuesday 23<sup>rd</sup> October from 4-6pm. Mr O'Brien, Miss Dawe and I will have laptops in Miss Dawes classroom and can help you fill the form in if you would like us to.

You will be contacted (via e mail or letter) on Friday 1<sup>st</sup> March 2013 with your child's allocated school.

Please note the closing date for SCAFs is during the half term holiday - please do not forget to complete it on time, not doing so will really hamper your chances of being offered your first place school.

If you have any questions about the process, or would like to speak to either Mr O'Brien or myself about it please do feel free to contact us. Otherwise go to [www.kent.gov.uk](http://www.kent.gov.uk) and click on 'Secondary School Admissions' link for more information.

Aly Ward

