PRIMARY ADMISSION - NOTES TO BE INCLUDED ON SCHOOL WEBSITES

Kent schools: *You must also complete the Kent County Council (or other Council if resident in another county) Reception Common Application Form (RCAF) at:*

https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places

Please read the Admissions Policy and Procedure which can be found on the school's website **here**

Please also ensure that you have read the school's Privacy Notice, which can be found on the school's website **here**

Please return this Supplementary Information Form to the Admissions Officer at the school (not Local Authority). For Year R entry in September 2026 please return this form to the school **no later** than 15 January 2026 in order that we may rank your application.

Please note failure to submit a completed Supplementary Information form when applying for a Catholic school place may result in your application not being placed in the correct category and could result in you not receiving an offer of a place.

In Year or Casual Applications

Applications made too late for the local authority co-ordinated system, In-year applications for year R and applications for entry to years 1-6 must be made on the IYCAF (In -Year and Casual Application Form) available on school websites. The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with this supplementary information form.

Please note that if you are not offered a place and submit an appeal, a copy of this form will be submitted to the Appeal Panel.

Admission Appeals

Parents whose applications for places are unsuccessful, may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998.

If your child is due to start primary school in September 2025, you can appeal if you are refused a place at one of your preferred schools on National Offer Day (Wednesday 16 April 2025).

KENT SCHOOLS ADD: You must submit your appeal before **Tuesday 20 May 2025** for it to be considered by **Friday 18 July 2025**. Any appeals received after this time will be heard within 40 school days from the deadline, or where reasonably possible in line with updated guidance from the Department for Education.

For appeals related to in year applications, appeals will be heard within 30 school days of the appeal being lodged.

Contact details of Admissions Officer:

https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer#tab-1