

YEAR 7 SEPTEMBER 2026 ADMISSIONS GUIDANCE

School Offers will be made by your own Local Education Authority (LEA), in Kent this is Kent County Council (KCC) who will send out the offer email on Monday 2nd March. If you have a query with your offer, please contact your LEA direct as they administer this process.

IF YOUR OFFER IS FOR US

You will receive a welcome letter which asks you to accept the place AND provide PROOF of your child's residential address. The letter will be issued on Wednesday 4th March if you have not received a letter by Monday 9th March please contact Mrs Hurrell. An Admission Form with further details will be sent out after the Easter Holidays to all those who have accepted the place and provided proof of child's address.

IF YOU INCLUDED US AS A PREFERENCE LAST OCTOBER AND YOUR OFFER IS NOT FOR US:

If your child is 'SELECTIVE/GRAMMAR ASSESSED'

You can:

PLACE YOUR CHILD'S NAME ON OUR WAITING LIST – Follow the process for waiting list included in the offer email from your LEA. **NB: your child can ONLY be placed on our waiting list if they were assessed as 'selective/grammar' in the Kent Test.** Inclusion on the waiting list does NOT mean that you will have an automatic appeal for a place you must ALSO make an application for appeal.

APPEAL – Please see separate guidance on **TO APPEAL** below. **To guarantee a hearing in May the Appeal Application Deadline is Monday 30th MARCH.**

If your child is NOT 'SELECTIVE/GRAMMAR ASSESSED' also known as High/All ability

You can:

APPEAL – Please see separate guidance on **TO APPEAL** below. **To guarantee a hearing in May the Appeal Application Deadline is Monday 30th MARCH. NB:** If your child did not sit the Kent Test please contact Mrs Hurrell urgently, arrangements will then be made for your child to sit the Kent Test before your appeal hearing.

IF YOU DID NOT INCLUDE US AS A PREFERENCE LAST OCTOBER

You will need to apply for a place after 23rd April, once the main round of school offers has been completed by the LEA. Once your application has been processed and if you are not offered a place then you will be able to appeal. PLEASE CONTACT MRS HURRELL TO DISCUSS THIS PROCESS.

TO APPEAL (for a Year 7 September 2026 place ONLY)

PLEASE READ ALL THE DOCUMENTS AVAILABLE ON THE WEBSITE AS BELOW BEFORE YOU COMPLETE YOUR APPEAL FORM

CCGS Generic Defence Statement (Case For School)

CCGS Frequently Asked Questions On Appeals

Kent Test Scheme Statement

APPEAL FORM FOR COMPLETION (Pdf)

APPEAL FORM FOR COMPLETION (Word)

Please also see the separate Appeal Timetable guidance for further details on this process.

You need to submit a completed appeal form by email AND attach your case (evidence to support your appeal) for the appeal to registrar@ccgrammarschool.co.uk in PDF or SCANNED format only.

To guarantee a hearing in May the Appeal Application Deadline is Monday 30th MARCH.

You will receive an acknowledgement of your appeal as soon as possible and by no later than 2nd April. You will then receive your appeal hearing date direct from the **KCC Appeal. PLEASE DO NOT SUBMIT ANYTHING BY POST or IN PERSON.** If you do not have email service, please contact Mrs Hurrell as soon as possible.

For Appeal Applications received after Monday 30th March AND for those who did NOT put us as a preference on their SCAF (Secondary Common Application Form) in October 2025 but have subsequently made an application to us, received the admission decision letter, not to admit and then subsequently appeal. All efforts will be made to arrange these appeal hearings as soon as possible and may require the applicant declining the right to 10 school days' notice. All applicants will be given an appeal date within 30 school days from their appeal being lodged.