

Key Dates/Information for Parents - Applications for Intake September 2018

Hartley Primary Academy

Online applications can be found on the Kent Website - we do not manage the application process for parents

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Parents must register before they start the application. Once registered (a link will be sent to their preferred email address used in the registration process - and they can make their selection(s).

Online process opens on:

6 November 2017 and closes on 15 January 2018

Key Dates	
Application process runs from:	06/11/2017 to 15/01/2018
Parents can apply for up to 3 schools (always advise to use them) Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.	
Applications are then processed between:	15 January and 15 April 2018
Offer Day (emails sent after 4pm) Delivery to your email inbox will depend on service carriers - parents should be able to login after 5pm and review offer at this point.	16/04/2018
Must accept or decline the offer by:	16/05/2018
Schools will then write to families providing further information about the New Parents Evening etc. (date to be confirmed for June 2018)	
Induction Days will take place in July 2018	1st Week in July

IMPORTANT!

Proof of address will be asked for and must take the form of:

Original documents (the office team will take photocopies of everything) and must be **within the period of the application process i.e. 6th Nov 2017 through to 15th Jan 2018.**

As per Kent County Council's advice, it is best practice to ask to see **3 examples of your address and 1** for your child.

We understand how this request can be problematic, but every year, parents express this as being an issue, but we get there in the end!!

Examples of Proof of Address (PoA)

- Council Tax Bill
- Mortgage/rental statement/agreements)
- Utility Bill (within date range)
- Bank/Credit Card Statement
- Medical appointment for parent

In addition, the school will ask for proof of your child's address

- PoA for *your child* (e.g. dental or GP/hospital appointment letter, pre-school or nursery letter).