



**DARTFORD GRAMMAR SCHOOL
ADMISSIONS PROCEDURE
FOR 2017 ENTRY**



The school will admit **180** boys in **September 2017**, using the **Kent Procedure for Entrance to Secondary Schools (PESE) Age 11 Assessment Process and Tests**. Applicants should be age 11 as of Sept. 1st 2017. [NB: Birthday range for entry: 1.9.2005 – 31.8.2006].

A. BASIC INFORMATION.

All applicants complete their **Local Authority [LA] Secondary Common Application Form (SCAF)** which is returned to their LA. On the SCAF all schools applied to are listed in order of preference. This order is used by the LA when allocating applicants to schools. Further information on admissions can be found in the booklet on admissions to secondary school which is published by Kent County Council (KCC).

Useful Addresses	
Dartford Grammar School	Address: West Hill, Dartford, Kent, DA1 2HW Tel: 01322 223039 E-Mail: sandrew@dartfordgrammarschool.org.uk Web-site: www.dartfordgrammarschool.org.uk
Kent Admissions Office	Address: Sessions House, County Hall, Maidstone, Kent, ME14 1XQ Tel: 03000 412121 E-Mail: kent.admissions@kent.gov.uk

B. ASSESSMENT PROCESS

Applicants must reach the required standard in the Kent PESE process. This includes tests in Mathematics, English and Verbal Reasoning and Non-Verbal Reasoning. The tests are marked and the scores age standardised. Applicants also complete a piece of writing under test conditions. This is not marked, but may be considered during the Head Teacher Assessment stage of the process.

Only applicants who gain the 'grammar' classification by this process are eligible to be considered for a place at the school.

For applicants with a Statement of Special Educational Need or Education, Health and Care Plan, the home Local Authority assesses whether the school is suitable. This is usually done through the testing process explained above. If special testing arrangements are required (e.g., for a visual impairment), requests should be made to the Kent Admissions Office. Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

C. OVER-SUBSCRIPTION CRITERIA

In the case of over-subscription, places are allocated in the order set out below. Within each section below, students are ranked according to the applicant's combined test scores in the Kent Tests. Please note that in the case of tied scores, preference is given to the applicant living nearest to the school.*

1. Children who are or were previously Looked After (CLA): Boys under the age of 18 years for whom the local authority (LA) provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
2. Zone A - Up to a maximum of 90 places are reserved for boys whose primary residence (as assessed by receipt of Child Benefit) lies within the Dartford Electoral Wards: Brent, Bean and Darenth, Castle, Greenhithe, Heath, Joyce Green, Joydens Wood, Littlebrook, Longfield, New Barn & Southfleet, Newtown, Princes, Stone, Sutton-at-Hone and Hawley, Swanscombe, Town, West Hill, Wilmington. Maps indicating the defined area are given below in Appendix A. All applicants eligible within this category will pay council tax to Dartford Borough Council. The school is 'full' within Zone A when it has taken its quota of 90 pupils or when there are no more candidates who have passed the tests and have named the school as a preference. Any places left unfilled are added to the number of places available in category 3 of the oversubscription criteria.
3. The remaining 90 places will be available for **all applicants regardless of address**. (Please note that all students applying to Dartford Grammar School including those in Zone A will be ranked in this category for the purposes of allocation.)

*In the case of tied scores, we use data provided by Kent County Council which measures the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. In a tie-breaker situation, where the nearness of the applicant's home is the deciding factor, if more than one applicant has the same distance from home to school then random selection will be applied.

Also note that a pupil's primary residence is considered to be a residential property that is the child's only or main residence and not an address at which the child might sometimes stay or sleep due to the parent's or guardian's own domestic or special arrangements. **The address must be the pupil's home address on the day the parent or guardian completed the application form, which is EITHER owned by the child's parent, parents or guardian OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.** (If you live separately from your partner but share responsibility for your child, and 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 weekdays.) You may be asked for evidence of the arrangements.

C. TIMETABLE:

All timings will be in accordance with the Kent County Council's Age 11 Assessment Process and Local Authorities' timetables for Admissions to Secondary School. Kent PESE Tests take place in September, 2016. Parents must apply to take the tests by the closing date in the summer term of 2016. The tests are held in primary schools for students attending most KCC primary schools and in test centres for all other applicants. Offers will be made in March 2017. Parents who are not allocated a place have the right of appeal to an independent appeals panel. Late applications may be made by Year 6 parents, using the system set down in the Kent Procedure for Entrance to Secondary Schools. Please contact the school or Local Authority for further details.

Requests for admission **outside of the normal age group** should be made to the Headteacher as early as possible. Any evidence to support the request must be specific to the child in question. Such an applicant will be expected to have gained the 'grammar' classification in the Kent PESE Tests, and if a request to apply for admission outside the normal age group is granted, it does not guarantee a place at the school. The applicant will be ranked according to our oversubscription criteria for allocation purposes.

D. After a place has been offered, the school reserves the right to withdraw the place in the following circumstance:

- a. When a parent has failed to respond to an offer within a reasonable amount of time (7 days of the deadline given); or
- b. When a parent has failed to notify the school of important changes to the application information; or
- c. **The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.**

E. WAITING LIST

After the initial allocation of places in March 2017, parents whose sons were not allocated a place at Dartford Grammar School may request to be put on a waiting list. The child will remain on the waiting list until parents request the child to be removed from the list. The waiting list will be maintained until August 2018. **The waiting list will be ranked according to the school's over-subscription criteria and any new waiting list requests will be added to this list according to these criteria, and the list re-ranked accordingly.**

F. IN YEAR APPLICATIONS FOR YEARS 7 TO 11

Parents or guardians of older applicants up to Year 11 who move into the area and/or wish to transfer to the school should contact Dr M Kingham at the school (mkingham@dartfordgrammarschool.org.uk).

Applicants are required to sit entrance tests. These tests will take place within a reasonable timescale. The number and type of tests varies according to year group, but students are usually required to do Cognitive Abilities Tests and papers in Maths, English and Modern Foreign Languages.

Parents requesting entry to the school after the closing date for the initial round of admissions for the start of Year 7 should contact Dr M Kingham for further details (mkingham@dartfordgrammarschool.org.uk).

Admission to the Sixth Form 2017

Priority will be given to existing Dartford Grammar School students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants (girls or boys) obtaining a minimum of 4 passes at grade A or above and 3 at grade B or above in full-course GCSEs. Students should have C grade or above in English and Mathematics. The A grades should be in the proposed International Baccalaureate Diploma Higher-Level subjects. If Mathematics is proposed at Higher Level, the GCSE Mathematics grade must be A*.

The admission number for external candidates will be 100, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall figure for the year group, which is 250.

Before the application of oversubscription criteria, students with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. Offers will be subject to confirmation that the individual student meets the entry requirements.

Over-subscription

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

1. Children in Local Authority Care – a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who, immediately after being looked after by the local authority, became subject to an adoption, residence or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. Medical, health, social and special-access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities Act, 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents' or guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.
3. Students predicted to achieve at least a C grade in a full-course GCSE in a foreign Language.
4. Distance – the distance between the child's permanent home address and the school is used, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When the distance criterion is applied, these straight-line measurements are used to determine how close each applicant's address is to the school. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. A more detailed definition of what constitutes a child's permanent home and also how the measurement for flats will be calculated is also contained in the LA Admissions Booklets. In the event of a tie-breaker situation, the nearness of an applicant's home to school will be the decider. If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
 - a. When the parent or learner has failed to respond to an offer within a reasonable time; or
 - b. When a parent or learner has failed to notify the school of important changes to the application information; or
 - c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

Offers and Appeals

Offers will be made with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of March, 2017. Offers will be confirmed once the school has been notified of GCSE results in August 2017. Where learners have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the over-subscription criteria and changed accordingly as new applications are received.

Appendix 1 – Zone A

The maps below show Zone A. Please note that all applicants considered in this Zone will live in areas paying Council Tax to Dartford Borough Council. If you are unsure as to whether your address falls in Zone A, please contact the school.

