



CHATHAM & CLARENDON  
GRAMMAR SCHOOL

# Admission Arrangements

**Transfer to Year 7, In-Year and  
Sixth Form Applications  
for Academic Year 2018/19**

Agreed by Governors: 31<sup>st</sup> January 2017

## 1. Contact Details

**Headteacher:** Mrs D J Liddicoat  
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**Admission Registrar:** Mrs S Hurrell  
**Email:** [registrar@ccgrammarschool.co.uk](mailto:registrar@ccgrammarschool.co.uk)

### **Chatham Site – Years 7 to 9**

Chatham Street  
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Kent  
CT11 7PS

**Tel:** 01843 591075  
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### **Clarendon Site – Years 10 and 11**

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Ramsgate  
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CT11 9BB

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### **CCVI Sixth Form Centre**

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## 2. Introduction

We are a converter Academy with the Governing Body of Trustees and Governors acting as the Admission Authority for the Chatham & Clarendon Grammar School DFES: 886 5462.

In order to meet the needs of the local area and to comply with the School Admission Code, the Admission Authority are required to consider, consult on any changes or every seven years if no changes have occurred, and determine the 2018/19 academic year admission arrangements by 28<sup>th</sup> February 2017.

These Admission Arrangements for Academic Year 2018/19 were determined, with due regard to the Admission Code, Equality Act and the structure of the School on 31<sup>st</sup> January 2017 and will be published on our website and with the Local Authority in accordance with the Code requirements.

Consultation was not required as there are no changes from the previous year's arrangements, other than changes of dates or administrative details and a consultation took place for the 2017/18 academic year.

### **3. Arrangements for entry into Year 7 in September 2018 for children born between 1<sup>st</sup> September 2006 and 31<sup>st</sup> August 2007.**

This section details the admission arrangements for any transfer from Year 6 to Year 7. As a grammar school for prospective students to be eligible for consideration of a place, they will need to complete the Kent Admission Test (11+) and achieve the required standard for the student to be deemed able to cope with the level and pace of work expected in a grammar school. This standard is normally around the 75<sup>th</sup> percentile or above level of ability.

We participate in the current Kent Co-Ordinated Scheme for Transfer to Year 7 as determined by Kent County Council as the Local Authority.

Parents/Carers resident in Kent will apply for their child's school place either on line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by using the standard paper form known as the Secondary Common Application Form (SCAF). Those not resident in Kent will need to follow the process determined by their home authority as detailed in the KCC's determined Scheme.

Please contact the Local Authority direct for details of the Kent Co-ordinated Scheme for Academic Year 2018/19 or view details on their website at [http://kent.gov.uk/education\\_and\\_learning.aspx](http://kent.gov.uk/education_and_learning.aspx)

### **4. Arrangements for In Year Admission applications from September 2018 for any year, up to and including Year 11.**

This section details the admission arrangements for any transfer to any year, up to and including Year 11 which does not fall within the initial Year 7 September admission.

We participate in the Kent Co-Ordinated Scheme which includes applications for In-Year Transfer for the Academic Year as determined by Kent County Council as the Local Authority. The Admission Registrar, on behalf of the Governing Body, will administer the applications for consideration of a place with the School, by all parents/carers, notifying KCC accordingly as required in the Scheme.

Parents/Carers resident in Kent will apply direct to the School for a place by using the In-Year Common Application Form (IYCAF), available on the Local Authority and School websites or on application to the Admission Registrar. Those not resident in Kent will need to follow the process determined by their home authority as detailed in the KCC's determined Scheme.

Please contact the Local Authority direct for details of the Kent Co-ordinated Scheme for Academic Year 2018/19 or view details on their website at [http://kent.gov.uk/education\\_and\\_learning.aspx](http://kent.gov.uk/education_and_learning.aspx)

As a grammar school, for most prospective students to be eligible for consideration of a place they will need to complete the school admission test and achieve the required standard for the student to be deemed able to cope with the level and pace of work expected in a grammar school. This standard is normally around the 75<sup>th</sup> percentile or above level of ability. The testing procedures are outlined in the following section.

However if the student, at the time of application, is currently attending a Kent Grammar School which uses the Kent Test as its admission requirement for Year 7, they will automatically be deemed eligible for consideration of a place.

Successful applicants for admission into Year 10 or 11 will be offered option courses dependent on the space available in the individual teaching groups. Applicants will be informed of the options available prior to their acceptance of the place for consideration on whether to accept the place or not.

NB 1: The core subjects of Maths, English and Science will always be offered and to ensure a full timetable the applicant will be expected to join other available option courses.

NB 2: The school may not enter a Year 11 student into exams if they have not completed the full two year course for that subject.

## **5. Chatham & Clarendon Grammar School Specific Arrangements**

This section details the admission arrangements which are specific to this school.

### **Administration of the Admission Arrangements**

Will be completed on behalf of the admission authority by the Admission Registrar, and will submit analysis and reports to the governors throughout the year as required.

### **Admission Appeals**

There is a statutory right to appeal, to an Independent Appeals Panel, against any decision of the Chatham & Clarendon Grammar School, as the Admission Authority, to refuse a school place, regardless of the reason of refusal.

The right of appeal occurs once the parent/carer has received notification of the decision not to offer a place. This decision will be either on grounds of a student not being eligible for a place or that the student is eligible but there is no place available because the published admission number for that year has been reached. Full details on how to appeal will be included in the decision letter.

Should you wish to appeal, once you have been notified of the Admission Authority's decision, please either, complete the appeal form available through the Year 7 Kent Co-Ordinated scheme, or write a letter detailing the reason for appeal. Your appeal should then be sent to the Admission Registrar at the Chatham Site.

Please note:

- i) an appeal may take up to 30 school days to be arranged, please see the appeal timetable, published on the School's website from 28<sup>th</sup> February
- ii) you have a right of appeal each time a decision whether to offer a place or not is made, however, a decision is only made once in each academic year and a test result will be valid for a full calendar year

- iii) parents/carers have a right to attend and speak at the Appeal hearing and the procedures for an appeal can be found in the School Admission Appeal Code available from the Department for Education website

The decision of the Independent Appeal Panel is final and binding on all parties. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for a Judicial Review of that decision.

Following the appeal should you have a complaint concerning the process of the appeal, including maladministration on the part of the admission appeal panel, or you consider that there has been a significant and material change in circumstances of the student, parent/carer or the School, since your appeal was heard, you should in the first instance contact the Admission Registrar, who will be happy to discuss the matter and options available to you.

If you do not wish to discuss the matter, or you are not satisfied with their reply, the guidance below may help.

### **1. Complaint on the process of the appeal**

Please note this is not a right of appeal against the Panel's decision and has to relate to issues such as a failure to follow correct procedures or a failure to act independently and fairly, rather than complaints where a person feels that the decision taken is wrong.

The Admission Appeal Code states that the Education Funding Agency (EFA) investigates complaints against the process of an Academy's admission appeal, on behalf of the Secretary of State for Education.

The EFA website states that the complaint must be about the way the appeal was carried out, not about the decision itself. Full details can be found on their website at: <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

### **2. Significant and material change in circumstance**

If you consider that there has been a significant and material change since your unsuccessful appeal was heard, you may make an application, in writing, to the Governors of the School to consider a second application for admission under Section 5 of the School Admission Code.

Where an application for a second application within the same academic year is received the Admission Registrar will apply the following process:

1. Acknowledge receipt of the application
2. Consider the application against the agreed criteria
3. If application meets criteria for consideration of a 2<sup>nd</sup> application, prepare submission for governors and inform applicant accordingly, following decision, notify applicant of outcome.
4. If application does NOT meet criteria, prepare submission to Headteacher for agreement and following agreement notify applicant of outcome.

### **Criteria for Consideration of a 2<sup>nd</sup> Application**

The Admission Registrar and Headteacher will consider that the request demonstrates a case for consideration by the governors, as the Admission Authority, of a significant and material change in circumstance of the parent, child or school which may result, in exceptional circumstances, in a 2<sup>nd</sup> application for

admission into the academic year already applied and refused for, WHERE EITHER :

1. The applicant is presenting a new case than that already heard by the Independent Appeal Panel by showing that the change of circumstance was unable to be presented to the appeal panel. Note: If the applicant is just presenting new information on child's academic ability or where the child has been successful at other tests eg Medway test or school appeals after the date of the appeal hearing then this is not considered to be a new case if the Appeal Panel had already considered this aspect..

However, where the child is reported as 'exceeding expectation', or equivalent, in Maths and English in the Year 6 assessments, and the original appeal case had prediction levels of a lower attainment this may then be considered as a new case in respect of consideration of a 2<sup>nd</sup> application.

2. The applicant is presenting a case that their child had been disadvantaged at the appeal hearing, due to unforeseen circumstances or through no fault of the appellant which was not as a result of malpractice but had the circumstances been as now presented the appeal may have been successful.

Note: In either of the above criterion the applicant MUST demonstrate that the change of circumstance is relevant to the issue of their application for consideration of a place with our school NOT just further evidence that they consider that the child should be deemed selective. Unless the child's academic ability had not been considered by the Appeal Panel at the time of the appeal or the change of circumstance is relevant to the performance in the test eg diagnosis of a severe learning disability or other medical reason, after the appeal hearing, which may have had a significant detrimental effect on performance.

### **Admission of children outside their normal age group**

We do not routinely admit outside a child's normal age group however we will always consider any request for, and may offer without request, where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request, where possible, should be made in writing at the time of the admission application and should include the parental/carer reasons, and any information available from the child's current school including support or concerns, for the request. If necessary to help make an informed decision, the Registrar may contact the child's current school to request their view. Please contact the Registrar if you would like to discuss the process more fully.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account parental/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Admission Registrar will, submit the request to the Headteacher for consideration, and then notify the outcome, in writing, including the reasons for the decision within 5 school days of an eligible application. An eligible application is one where the student has been assessed as suitable for consideration of a place eg achieved the required level in the school admission or Kent test.

Whilst parents/carers have a statutory right to appeal against the refusal of a place at

a school for which they have applied, this right does not apply if we decline your request but still offer a place within the normal age group.

If the application is made at the same time as the normal admission round for Year 7 then the actual process is administered by Kent County Council however we will be asked whether we would accept an early or late age admission. We will provide the decision in time, unless the parental request is made too late for this to be possible, to ensure that the applicant is included as part of the main admissions round and treated in the same way as all other children in the normal age group for that year.

### **Appeal Hearing Timetable**

The Admission Appeal Code requires all admission authorities to set and publish, by 28 February each year, a timetable for organizing and hearing appeals. The Admission Registrar, on behalf of the admission authority, will produce and publish a yearly timetable for appeals that meets all requirements of the Appeal Code.

### **Published Admission Number (PAN)**

Since September 2013 the Admission Code allows admission authorities to, without the requirement to consult, increase the PAN and/or admit above PAN, without adjusting it permanently.

The PAN for Sept 2018 Year 7, will be a mixed PAN of 180 students. The admission authority will consider in January 2018 whether to inform the Local Authority, in time for the allocation in February, to admit above PAN based on preference figures received.

PAN for other years is as follows:

Year 8 (Year 7 Sept 2017)	180 Mixed
Year 9 (Year 7 Sept 2016)	180 Mixed
Year 10 (Year 7 Sept 2015)	180 Mixed
Year 11 (Year 7 Sept 2014)	180 Mixed

The admission authority will routinely admit eligible students above PAN in the following circumstances:

- In the cases of multiple birth ALL applicants will be offered a place
- In the cases where PAN reached – applicants will be admitted ONLY
  - For Year 7, 8, 9 & 10, where a relevant core teaching group does not exceed 31 students AND the total number of students for the year does not exceed 5% of the PAN.
  - For Year 11 only, up to an additional 10% of the original PAN to maintain the precedent set since September 2013, allowing all applications to be treated equitably.

Note: the decision to change from percentages to a fixed number was taken to balance the mixed PAN, following merger, with the current single sex teaching ethos, to successfully manage the safe provision of education without prejudice to current students within the confines of the accommodation in our Grade II Listed buildings.

### **Supplementary Information Form**

We do not use a Supplementary Information Form.

## Testing

### Transfer to Year 7 Applications

As a grammar school, all prospective students must complete the Kent Grammar School Test. The test is administered by the Local Authority and details of the scheme including application and registering, dates of testing, deadlines and the handling of late applications will be in the Local Authority's booklet "Admission to Secondary School in Kent 2018" when available.

All applications for testing and admission **MUST** be made through the Local Authority scheme referred to earlier. Students with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) which may impact on their performance at the Test, should discuss the matter with the student's primary school as part of the registration for Kent Test process.

Applications within year 7 will be treated as In Year application, using the result of Kent Test however if they have not already taken the Test, for places up to 31<sup>st</sup> December of Year 7 they **MUST** be tested using the relevant Kent Test for that intake. The Admission Registrar will liaise with any other grammar schools necessary to agree where the applicant will take the Test. The Test is marked by the Local Authority and all relevant schools notified of the result, to enable them to consider the eligible applicants for a place. From 1<sup>st</sup> January of Year 7; those who have not taken the Kent test will sit our admission test as with an In Year Application.

### In Year Applications

As a grammar school, all prospective students, who do not currently attend a Kent Test Grammar School, must complete the school admission test which is administered by the Admission Registrar.

The test can only be taken at the Chatham Site and will normally be arranged within 10 school days of the application being received. If the applicant does not attend and no contact is made with the Admission Registrar within a further 7 school days the application will be considered withdrawn, a new application may then be made in the future. Should an applicant have taken a similar test at the Dane Court Grammar School in Broadstairs, within the academic year, the Admission Registrar will accept the result and apply our standard required to determine whether the student is eligible for consideration of a place with us.

The test consists of three timed multiple choice papers, for **each** of Verbal Reasoning, Non Verbal Reasoning and Math skills, with the required standard being an aggregated standardized age score of 110 or more in **each** of the three skills. The test is not curriculum based, assesses Cognitive Ability and takes approximately 2.5 hours to complete.

The Admission Registrar, on behalf of the admission authority, will mark the test using the score sheet and then ask the Headteacher to confirm whether i) the student can be considered for a place and ii) whether a place can be offered.

The result of test and decision to offer a place or not will be communicated to the parent/carer normally within 2 school days of the test, the letter will also inform them of their right of appeal and the process to follow if relevant. A test result will remain valid for a full calendar year from the date of the test, and will be used should an application be made for the next academic year within those 12 months.



Students with Special Educational Needs (SEN) - Where a parent/carer believes a student has SEN which may impact on their performance at the School Admission Test, the Admission Registrar will allow any approved adjustments during the test in order to ensure that they have the opportunity to perform at their best. Adjustments will be deemed to be approved where the student has been identified and assessed by their current school for SEN **AND** a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) is in place and included with the application form. **Or** where the student's current school provides a written statement outlining the arrangements given as the normal way of working for the student eg a student with Irlen's may use a coloured overlay; a student with dyslexia may be given extra time to complete tests – the written statement must include the amount of time normally allowed. A private assessment will not be accepted for adjustments at the test but could be submitted by the parent/carer at an appeal for the Independent Panel to consider should the student not reach the academic level required.

Students where English is an additional language (EAL) - Where a student has EAL, and this may impact on their performance at the School Admission Test, the Admission Registrar will consider whether to allow an interpreter to assist with translation. The School is unable to arrange for an interpreter however we are happy for a friend or relative of the student to act as one to ensure that the student has the opportunity to perform at their best. An interpreter will only be allowed if the student has not been previously educated in an English speaking school, and will **ONLY** be allowed to translate the instructions of each test and confirm that the student understands what is required of them. The interpreter **CANNOT** interpret the individual questions or assist the student in any other way; no other allowance will be made for the test. Other evidence of their ability in English could be submitted by the parent/carer at an appeal for the Independent Panel to consider should the student not reach the academic level required.

### **Over Subscription Criteria**

Can be found in Section 7.

### **Waiting Lists**

A waiting list for each year will be maintained until 31st August 2019, should a place become available the oversubscription criteria will be used to determine allocation of each place with the decision notified to all those on the relevant list.

### **Withdrawal of an Offer or a Place**

The Admission Authority will consider withdrawing an offer or a place if:

- 1) It has been offered in error.
- 2) A parent/carer has not responded in the timescales given, after the LA offer letter, the School's welcome letter, giving 10 school days to reply and a 2<sup>nd</sup> letter giving a further 7 school days to reply, have all been sent.
- 3) The offer was obtained through fraudulent or intentionally misleading information. To be established by, confirmation of the correct information as of the time of the application being different to that originally supplied **AND** no reasonable excuse as to why given, which was required for the ranking of each application by the oversubscription criteria eg address of student at time of application, which resulted in an offer that may not have been made if the correct information had been given.

## **6. Arrangements for Admission into the Sixth Form from September 2018**

This section details the admission arrangements for admission to sixth form.

The entry deadline for applications is Friday 9<sup>th</sup> February 2018 and our requirements for September 2018 entry are:

### **To study 4 A Levels in Year 12 we require:**

- at least 5 B grade passes at GCSE (double BTech counts as 1GCSE only; quadruple BTech counts as 2) or equivalent under the new GCSE grading system currently considered to be A = level 7 or above; B = 6 and C = 5.

### **To study a double Level 3 Vocational course plus 2 A Levels we require:**

- at least 2 grade B passes and 3 C grade passes at GCSE or equivalent under the new GCSE grading system currently considered to be A = level 7 or above; B = 6 and C = 5.

For either of the programmes above the following requirements apply:

- B grades must be achieved in those subjects being chosen, where relevant.
- To count, a BTech must be related to the A Levels chosen
- To study A Level Mathematics an A grade is required at GCSE Higher Level.
- Students need to have at least C grades in both GCSE English Language and Mathematics.
- Core Science is not counted. Grades for individual sciences and/or Additional Science are counted.
- BTech Science does not allow a candidate to access Biology, Chemistry or Physics at A Level.

These requirements are based on a professional assessment of the standard of prior attainment needed to be successful (a) in the academic curriculum pathway and (b) in subject specific elements of the vocational pathway.

For the intake of September 2018 the Sixth Form will recruit on the basis of a combined Year 12 of 250. The minimum published admission number (PAN) for new entrants will be **40**, however we may enroll above this if there are sufficient spaces on the particular combination of courses requested by suitably qualified applicants. Priority for places will be:

1. Internal applicants - students enrolled in Year 11 of the School.
2. External applicants.

NB Should there not be enough room on a particular course, priority, within each of the categories above, will go to the candidate with the highest average points score across their GCSE subjects.

A place maybe offered where an applicant has extenuating circumstances for not meeting the required GCSE results. Any applicant, who believes this may be the case, should write to the Head of the Sixth Form providing details and any supporting evidence for consideration.

The application process for both internal and external students for the Sixth Form is

as follows:

Application is made through the Kentchoices4U website, as part of the Local Authority scheme.

- All applications will be considered.
- A Sixth Form Information Evening will be held in November/December 2017.
- A meeting will be held to discuss options and academic entry requirements for particular courses.
- A Sixth Form Induction Week is held at the end of June/beginning July 2018 where applicants will be offered the opportunity to attend 'taster' lessons and confirm final course preferences.
- A conditional offer letter will be sent to all applicants who are expected to meet the entry requirements and whose subject preferences can be met. Should it be necessary, alternative subject preferences may be offered.
- A confirmation of acceptance by 3:00 pm on the day following the publication of GCSE exam results in August 2018 is required in order to secure the conditional offer place.

Where students have achieved better results than their predicted grades, they should contact the school by 3.00pm on the day following the GCSE results and will then be considered based on the grades achieved, with a place offered if available. Should a place not be available they will be placed on our waiting list and ranked according to our oversubscription criteria for any places that become available, as a result of other students failing to meet the required entry levels.

Applicants have a right of appeal against the decision not to offer a place and the Appeal Timetable, published on the School website by 28<sup>th</sup> February 2018 will have the dates and arrangements for lodging appeals

## **7. Over Subscription Criteria**

This section details the oversubscription criteria.

Before the application of the oversubscription criteria, children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) who name this School will be admitted. As a result of this the published admission number (PAN) will be reduced accordingly. If the number of preferences of eligible students for the school is more than the number of places available, places will be allocated in rank order in the following priority:

### **Eligible students who are presently or were previously in Local Authority care.**

Definition: a child under the age of 18 years who is a) in the care of a local authority, b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Section 22(1) of the Children Act 1989) or c) previously in the care of a local authority but ceased to be so because they were adopted (under terms of the Adoption and Children Act 2002) or became subject to a residence order (under the terms of the Children Act 1989) or special guardianship order (Section 14A of Children Act 1989) at the time of the application.

### **Eligible students who demonstrate health and special access reasons.**

To be considered under this criterion, please write to our Headteacher at the time of application requesting consideration under this criterion and include all the evidence. Definition: medical, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality 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'/carer's, 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 practitioner or other practitioner who can demonstrate a special connection between these needs and the School.

**Eligible students who are in receipt of a pupil premium or service premium.**

To be considered under this criterion, please write to our Headteacher at the time of application requesting consideration under this criterion and include evidence that an application for the premium has been processed for pupil premium by your child's current school.

Definition: students who are eligible for additional funding paid annually to schools under section 14 of the Childcare Act 2006 and the current school is in receipt of the payment. We will request confirmation of those in receipt of a premium from KCC at the time of the ranking exercise.

**Eligible students with a current family association.**

Definition: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters AND who are attending the School at the time the applicant will start.

**Eligible students who live within Thanet; Broomfield; Chestfield; Herne; Herne Bay; Reculver; Swalecliffe and Whitstable.**

Definition: A map of the above areas is attached. Please contact the Admission Registrar if you are in anyway uncertain as to whether your address falls within this criterion.

**All other eligible students.**

Definition: All other students who cannot be considered in any of the criterion above.

**Within each of the above criterion students will be ranked in order of those living closest to the school.** The School uses the measurements provided by KCC using the nearness to school measure below and further information on how distances are calculated is available in their Admissions Booklet.

**Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents, or guardian; leased or rented to them under a written rental agreement.

Where parents live apart but share responsibility for the 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 week days over the school term.

Where more than one child has the same address eg a block of flats having a single address point reference or each child of a multiple birth family, or have the same distance from the school and in all other ways have equal eligibility, the names will be issued a number and drawn randomly to decide each child's ranked number.

Addresses within the area surrounded by the black line are accepted as being in Thanet, Broomfield, Chestfield, Herne, Herne Bay, Reculver, Swalecliffe and Whitstable for the purposes for eligibility under the criterion above.

