

## Policy for 2019/20 Admissions

Version 6

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The Weald of Kent Grammar School uses the Co-ordinated Admission Scheme administered by Kent LA, details of which are outlined in the KCC published "Admissions to Secondary Schools in Kent 2018" booklet.

All applicants for Year 7 admission must have gained a selective\* place (i.e. met the required score in the Kent Assessment Test 11+, as determined by KCC).

The Published Admission Number (PAN) is 265 girls for entry in September 2019. 175 at the Tonbridge site and 90 at the Sevenoaks Annexe. Places will be allocated on the grounds of care, family association, medical need, pupil premium, children of staff members and geography. Before the application of oversubscription criteria applicants with a Statement of Special Educational Need or Education, Health and Care Plan who have been deemed as selective\* and have named the school will be admitted. Such admissions are included in the PAN.

The school is usually over-subscribed. If the number of applicants is greater than the number of places available, the following **Oversubscription Criteria** will be applied in priority order. Full details are given below.

- 1. Looked After Children-** Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- 2. Current Family Association** – A sister or brother attending Weald of Kent at the time the child starts. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, stepsisters or brothers and foster sisters and brothers. If siblings from multiple births (twins, triplets, etc.) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one of more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.
- 3. Health and Special Access Reasons** – 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'/guardians', physical or mental health or social needs means there is a demonstrable and significant need for their child 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 particular school.
- 4. Pupil Premium** – Priority will be given to 18 Students in receipt of Pupil Premium who have passed the Kent Selection Test (11+). This equates to 2 places per Year 7 form group, based on a PAN of 265 (9 forms of entry). These places will be calculated on the basis of distance with those being the closest to the OS Reference (TQ 59489 45217) as determined by KCC, being given priority.

A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above. Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

*\* Selective - i.e. met the required score in the Kent Assessment Test 11+, as determined by KCC*

If these places are not filled by applicants in receipt of Pupil Premium by the Local Authority on National Offer Day any surplus or declined places will be offered to the next priority listed in our oversubscription criteria.

All children, in receipt of Pupil Premium, who gain a place at Weald of Kent Grammar School can receive financial assistance towards items such as school uniform and school trips.

**For more information on Pupil Premium places please refer to the Supplementary Information Form (1) attached. The deadline for submitting this form is 31 October.**

- 5 Children of Permanent Members of Staff** – A child who has passed the Kent Assessment Test (11+) and whose parent is a current and permanent member of staff, providing that his/her child lives in the same house as him/her. In this context a child means a natural daughter/son including adopted children and or foster children who live at the same address as the member of staff. A permanent member of staff is defined as a full-time teaching member, a full-time support member whose contract is 37 weeks and above, a part-time teaching member with a 50% and above timetable and a part-time support staff member who works more than 15 hours per week for 37 weeks or more. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

A permanent member of staff can be defined as someone who has been employed directly by Weald of Kent Grammar School Academy Trust for the last two years at the time of application or someone who was recruited to fill a vacant post for which there is a demonstrable skill shortage.

**6. Weald of Kent accepts students from towns and areas in the order set out below.**

Priority will be given to category A) followed by category B) then category C). The distance from the child's permanent home to the designated OS reference point (TQ 59489 45217) of the Tonbridge site will be used in conjunction with the order of priority given below.

- A. Tonbridge Town, the District of Sevenoaks, and the Parishes of Ightham, Ivy Hatch, Kings Hill, Pembury, Platt and St Mary's Platt, Plaxtol and Shipbourne. (Please see appendix 4 for postcodes and/or boundary details.)
- B. All TN Postcodes apart from TN1, TN2 and TN4 (with the exception of the Parish of Pembury)
- C. All other Postcodes including TN1, TN2 and TN4

The rationale for the category order is based on the availability of a grammar school meeting the needs of students living in these areas. Students living in TN1, TN2 and TN4 are served by Tunbridge Wells grammar schools.

**Nearness of Children's Homes to School** –The LA uses 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. Distances are measured from a point defined as within the child's home to the OS Reference (TQ 59489 45217) within the school as specified by NLPG. The same address point on the school site is used for everybody.' When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

A student's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the student's home address on the day you completed your application form and 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.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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.

Postcode areas can be viewed at <http://www.free-postcode-maps.co.uk> and the Parish boundaries of Kings Hill and Pembury can be viewed on <http://www.kent.gov.uk> or in the appendices below. Links can also be found under the Admissions Section of the School website at [www.wealdgs.org](http://www.wealdgs.org).

**Please refer to the Supplementary Information Form (2) attached for details on how sites are allocated and how to submit your site preference. The deadline for returning this form to the School is 15 March.**

## **Admission outside the normal age group**

### **Deferred Admission Applications:**

Parents who wish for their child to be educated out of year should contact the school in writing between April and May of Year 5 irrespective of age. Parents are not expected to provide evidence to support their request, however if a child has a medical or educational psychologist report this evidence must be provided with the application. The school will provide acknowledgement of this request and parents should then make an application via paper CAF to the LA attaching the written acknowledgement from the school. All applications will be processed in line with our normal admissions policy for the relevant cohort.

### **Accelerated Admission Applications:**

Where parents wish to apply for a place ahead of their daughter's actual year group they should contact the school in writing between April and May of Year 5 irrespective of age. Parents are not expected to provide evidence to support their request, however if a child has a medical or educational psychologist report this evidence must be provided with the application. The school will provide acknowledgement of this request and parents should then make an application via paper CAF to the LA attaching the written acknowledgement from the school. All applications will be processed in line with our normal admissions policy for the relevant cohort.

Please refer to the attached Appendix for the following procedures and information:

1. Admissions Procedure for entry at age 11
2. Procedure for Admission at age 12 + (In Year Admissions)
3. Procedure for Admission at age 16+
4. Boundary Information
5. Supplementary Information Form

This policy will be reviewed annually and changes to the Policy will be published as required.

Signed:  \_\_\_\_\_ (Headteacher)

Signed:  \_\_\_\_\_ (Chair of Governors)

Policy for 2019/20 Admissions			
Authors:	Jackie Manning & David Marchant	Reviewed:	Dec – Jan 2018
<b>Link Governor/s:</b>	David Bower Maureen Johnson	<b>Next Review Date:</b>	Dec – Jan 2019
<i>Public Consultation: December – January 2018</i>			
<b>Ratified by Governors:</b>			
12 December 2017			
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Company Secretary			

## **APPENDIX 1**

### **Admissions Procedure for entry at age 11**

#### **1.1 Gaining entry to the School and making an application**

- a. Weald of Kent Grammar School is a selective\* Academy school and admits girls at age 11 who have gained a Kent selective\* place through the PESE process. The tests are taken in September each year. Weald of Kent Grammar School sets no test of its own for applicants at this stage of entry. The published admission number is **265**.
- b. Under the co-ordinated Admissions Scheme run by Kent County Council parents name four schools on the Secondary Common Application Form ("SCAF"). **Parents must express their preferences, and rank them accordingly.** Kent County Council acts as the co-ordinating authority for all admission applications and will allocate a place to the highest preference school for which the child is eligible. If there are too many requests for Weald of Kent, the school places are allocated using the published over-subscription criteria (see Policy).

In the event of a tie breaker situation if 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.

- c. Weald of Kent must be named on the SCAF for a student to be eligible for admission. The completed form should be handed in to the applicant's primary or preparatory school by the date specified on the SCAF. Alternatively applications can be made online to [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)
- d. Kent County Council will offer a place at a school which they will endeavour to make the highest of the four preferences named on the SCAF in accordance with the individual school's over subscription criteria. All children are sent one offer of a place on the same date in March.

#### **1.2 Acceptance/refusal**

Weald of Kent Grammar School will post their welcome letters on 5 March 2019.

Parents must advise the school either in writing or by email by the deadline date, as given by KCC, whether they are accepting or declining the place offered.

#### **1.3 Waiting list procedures**

- a. The Admissions Officer will maintain a waiting list if the school is oversubscribed. This will include details of all applicants who have named the school on the SCAF and were not offered a place on National Offer Day and have asked to be included on the school's waiting list, and any late application sent to the school by the co-ordinating authority.
- b. Applicants will be listed in order of priority, in accordance with the school's oversubscription criteria. (NB: priority is not given based on the date the application was added to the waiting list.) The Waiting List will be re-ranked every time a new child is added.
- c. If Weald of Kent has vacancies against their Published Admission Number places will be offered in line with KCC's prescribed processes and then as vacancies arise.
- d. If Weald of Kent has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process.
- e. When a place is offered to a student on the waiting list, the Admissions Officer will advise the co-ordinating authority.
- f. Weald of Kent will notify the co-ordinating authority whether the parent has accepted or declined the offer.
- g. Waiting lists will be maintained after the New Year 7 intake has been admitted in September.

**NB: Where a child has not been assessed as being suitable for a Grammar School, their parents cannot ask to join the waiting list for Weald of Kent.**

## 1.4 Appeals

There is a parental right of appeal to an Independent Appeals Committee against the refusal of a place regardless of where the school was ranked on the SCAF. Using the Appeal Form provided by the Coordinating authority in March any Appeal Applications should be made to: Chair of Governors, Weald of Kent Grammar School, Tudeley Lane, Tonbridge, Kent TN9 2JP. Waiting list places will continue to be offered throughout this period.

If the Weald of Kent has places available and parents lodge an appeal for a place, they may be offered a place after a specific date as determined by Kent County Council without the appeal being heard, provided there are no other applicants at that time on the waiting list and, where the child has been assessed as suitable for a Grammar School place. Places will be offered strictly in accordance with the Weald of Kent's oversubscription criteria.

After 31 December 2018 students wishing to make an application for a place in Year 7 will have to be CAT tested if they did not sit the Kent Assessment Test 11+ prior to 31 December 2018.

**There is no parental right of appeal against the site allocated.** More information can be found on the Supplementary Information Form below.

## 1.5 Making a late nomination for Weald of Kent Grammar School

Where parents who do not nominate Weald of Kent Grammar School on the SCAF decide subsequently that they wish for their daughter to be considered for a place at the school, the application can only be considered once the closing date for acceptances of student offer places on National Offer day has lapsed. Parents who think they might wish to pursue a place at the school are strongly urged to nominate Weald of Kent Grammar School on the SCAF.

## **APPENDIX 2**

### **2 Procedure for Admission at age 12+ (In Year Admissions)**

Weald of Kent Grammar School accepts applications for places, for girls, in Years 8, 9, 10 and 11 and these should be made directly to Weald of Kent.

#### **2.1 If the Published Admission Number for that Year Group is not exceeded, the following procedure applies:**

- I. A completed IYCAF form must be received in writing by the Admissions Officer at Weald of Kent Grammar School.
- II. Weald of Kent will write to confirm they have a vacancy or confirm they are prepared to proceed with the request and the student will be invited into School for tests in quantitative, verbal and non-verbal reasoning.

All girls wishing to apply for a place will be required to sit CAT tests (quantitative, non-verbal and verbal reasoning) to establish whether they are working within the range of the existing cohort. A minimum of 118+ in each test must be achieved. Following successful testing Weald of Kent will write to make an offer of a place if there is a place available. If you are refused a place because the school is above the Published Admission Number for that Cohort you have the right to lodge an appeal against the decision. If the CAT results are below the entry requirement of 118 points in all three tests a place will not be offered. You have the right to lodge an appeal against any decision not to offer a place.

After a place has been offered, the School reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within ten working days, or
- When a parent has failed to notify the school of important changes to the application information; or
- The admissions authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

#### **2.2 Sevenoaks Annexe**

The Sevenoaks Annexe provision only applies to students who were born after 1 September 2005.

#### **2.3 Appeals**

There is a parental right of appeal to an Independent Appeals Committee against the refusal of a place. This should be made in writing to: The Clerk to the Governors, Weald of Kent Grammar School, Tudeley Lane, Tonbridge, Kent TN9 2JP.

## **APPENDIX 3**

### **Procedure for Admission at age 16+**

We aim to offer a range of academic qualifications to our Sixth Form students and some of these require specific minimum grades at GCSE. Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. For this reason we may ask applicants to attend a meeting with some of our Sixth Form Staff to discuss the most suitable courses of study.

All students in Year 11 will be encouraged to apply for the Sixth Form. All students joining Weald of Kent Grammar Sixth Form must meet the academic entry requirements as set out in the Sixth Form Prospectus. Priority will be given to existing students transferring from Year 11. The Published Admission Number for external candidates will be 25 but this figure may be exceeded in the event that this and the number of internal students transferring in Year 12 is less than the overall total figure for the year group, which is 175. Where the number of external candidates exceeds the number of places available a Sixth Form Oversubscription Criteria will apply, see below.

Information together with details of the application procedure is detailed within the Sixth Form Prospectus, which can be found on the Admissions section of the school website.

Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices. Entry into Year 13 for external applicants will depend on the courses required, the availability of a place within that group and the applicant's results from any examinations taken in Year 12. We require evidence that the applicant will go on to complete the course successfully.

All applicants meeting the academic criteria will follow through the application process given below:

- a) Completion of an Admissions application via UCASProgress (all applicants)
- b) Students must obtain a minimum of a Grade 5 in GCSE English Language or English Literature and Mathematics. Other subjects also have grade specifications outlined in our School Prospectus.
- c) A conditional offer of a place is based on the above and an overall GCSE point score of at least 5.5 from eight subjects including GCSE English Language or English Literature and GCSE Mathematics.

### **Summary of Timescale:**

The timetable for Sixth Form applications is detailed in the prospectus. An Open Evening is held in October and all applications should be completed and submitted by the beginning of January. Predicted grades for external applicants are requested at the time of application. .

We aim to send conditional offers to successful applicants by 1 March.

### **Right to appeal:**

There is a parental right of appeal against the refusal of a place once GCSE results are published. This should be made in writing to: The Clerk to the Governors, Weald of Kent Grammar School, Tudeley Lane, Tonbridge, Kent TN9 2JP. Appeals will be heard by an Independent Appeal Panel within 30 school days of receipt of the request.

## **Sixth Form Oversubscription Criteria**

Priority will be given to existing Year 11 Weald of Kent Grammar School students who meet the entry criteria

If there are more external applicants than spaces available places will be offered in the following order:

1. External applicants who meet the entry criteria and who received an offer of a place in March.
2. External applicants who did not receive an offer in March, but who went on to meet the entry criteria.
3. All applicants making a new application to the school after the Application closing date in January who meet the entry criteria
4. All applicants making a new application after GCSE results who meet the entry criteria.

All external students will be ranked in accordance with our oversubscription criteria.

1. Looked After Children
2. Current Family Association
3. Health and Special Access Reasons
4. Pupil Premium
5. Children of Permanent Members of Staff
6. Nearness of Children's Homes to School

Details of each category can be found on page one of this policy.

A waiting list of qualifying applicants will be maintained in the order of the oversubscription criteria until 1 October 2020. This list will be re ranked each time a new student is added.

**APPENDIX 4**

**4 Boundary Information**

**Category A**

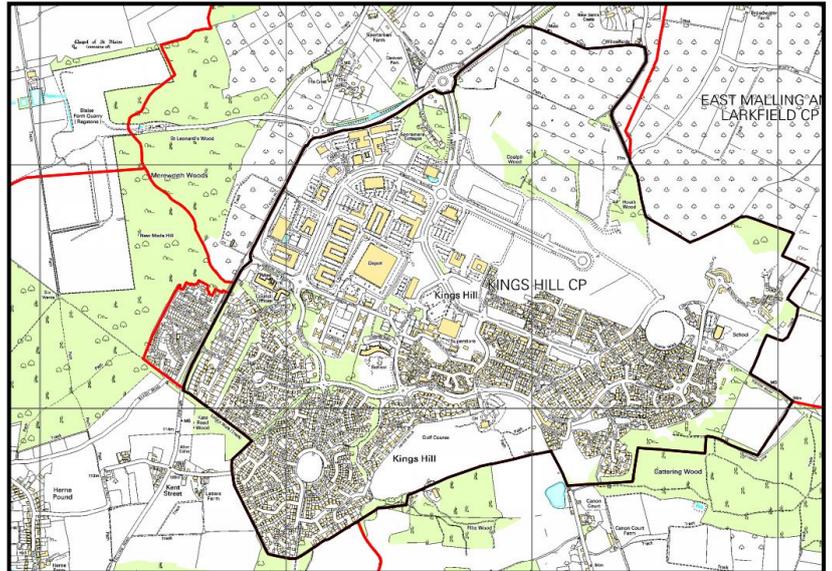
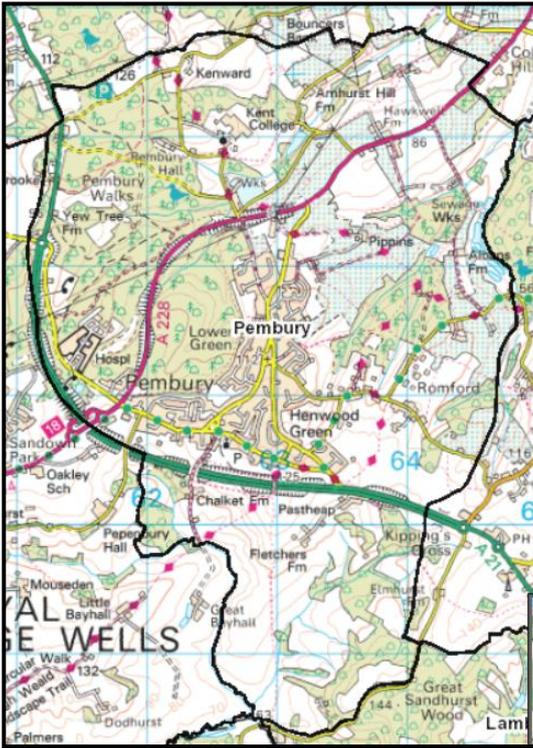
Tonbridge Town is made up of TN9, TN10, TN11 and TN12 and the Parishes of Ightham, Ivy Hatch, Kings Hill, Pembury, Platt and St Mary's Platt, Plaxtol and Shipbourne.

The following Parishes within the Sevenoaks district are included:

Brasted, Chevening, Chiddingstone, Cowden, Dunton Green, Edenbridge, Godden Green, Halstead, Hever, Kemsing, Knockholt, Leigh, Otford, Penshurst, Riverhead, Seal, Sevenoaks town, Sevenoaks Weald and Underriver, Shoreham, Sundridge and Ide Hill, Westerham and Crockham Hill.

**The Pembury Parish Boundary:**

**The Kings Hill Parish Boundary:**



**Category B**

All TN Postcodes  
(excluding TN1, TN2 and TN4 shown below in red)

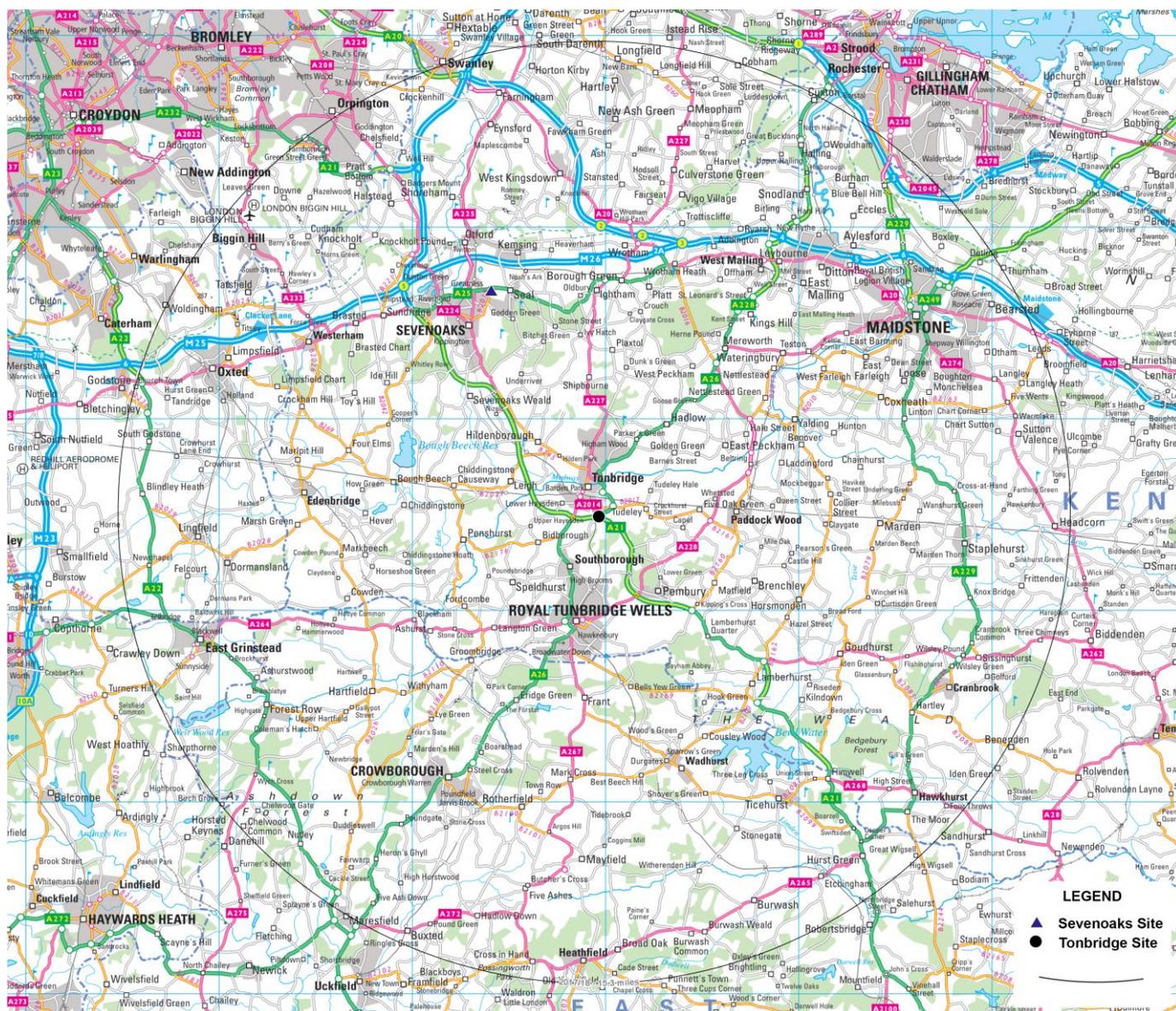
**TN Postcodes:**



**Category C**

All other areas including TN1, TN2 and TN4

# Site Locations and Catchment Area 2017 - 18



**\*\* The OS Reference Point (TQ 59489 45217) is determined by KCC and is used for all applicants where distance is required in the calculations**

# Weald of Kent Grammar School Academy Trust

## Supplementary Information Form (SIF) (1) for 2019/20 Admissions Pupil Premium Notification

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This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your daughter to be considered for a place at Weald of Kent Grammar School, these are available directly from KCC or online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

The following sections should be completed and returned to the school **by 31 October 2018**, to notify us that you are applying for a Pupil Premium place. This should be sent to Jackie Manning, Admissions Officer, Weald of Kent Grammar School, Tudeley Lane, Tonbridge TN9 2JP.

### Personal Details

Child's Surname:	
Child's Forenames:	
Child's Date of Birth:	
Permanent Home Address:	
Telephone:	
Email Address:	
Parent/Carer:	

### Other Details

Child is in receipt of Pupil Premium:	Yes / No
Evidence of Eligibility:	Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for full details of the eligibility criteria you will need to evidence. Please provide copies of all evidence required with this form.
Declaration:	I confirm the information supplied is true and accurate and I consent to checks being made.
Parent/Carer Signature:	
Date:	

### **Pupil Premium Eligibility Criteria:**

*A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however, these children will be prioritised in the relevant criteria above.*

# Weald of Kent Grammar School Academy Trust

## Supplementary Information Form (SIF) (2) for 2019/20 Admissions Site Preference Notification

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This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your daughter to be considered for a place at Weald of Kent Grammar School, these are available directly from KCC or online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

The following sections should be completed and returned to the school to indicate your site preference (Tonbridge or Sevenoaks Annexe). You will have until 15 March to submit this form.

**Please do not return this form until you have received an offer of a place at Weald of Kent Grammar School.**

### Personal Details

Child's Surname:	
Child's Forenames:	
Child's Date of Birth:	
Permanent Home Address:	
Telephone:	
Email Address:	
Parent/Carer:	

### Other Details

Name/s of any siblings currently at the school:	
Child is in receipt of Pupil Premium:	Yes / No
Parent/Carer is a permanent member of staff at Weald of Kent:	Yes / No

### Site Preference\*

Location	✓	Location	✓	Location	✓
I do not have a site preference		Main Site - Tonbridge		Annexe - Sevenoaks	

*Students based at the Sevenoaks Annexe will visit the Tonbridge Site at least 1 day per fortnight.*

Other information:

## \* Further Information

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### Site Preference

Once all parents/carers have accepted their offer of a place at Weald of Kent by the March deadline, as stipulated by the relevant Local Authority, the Admissions Officer will allocate the site your daughter will attend (Tonbridge or Sevenoaks Annexe). If the number of requests for a site exceeds the number of places available, spaces will be allocated in the following priority order, after applicants with a Statement of Special Educational Needs or Educational, Health and Care plan:

1. Children in Local Authority Care
2. Current Family Association
3. Health and Special Access Reasons
4. Children of Permanent Members of Staff
5. The distance between the child's permanent home address and the preferred site's NLPG (National Land and Property Gazetteer) reference i.e. Tonbridge NLPG reference or Sevenoaks Annexe NLPG reference
6. Any child without a completed Supplementary Information Form

*The school's decision on the site allocated is final. We reserve the right to allocate a different site than the one specified on this SIF to ensure viable groups at each location.*

*You can request to go on the waiting list if you are not allocated your preferred site and we will inform you if a space becomes available.*

***There is no parental right of appeal against the site allocated.***

*Please see Appendix 4 for the location of each site.*