



---

## ADMISSION OF PUPILS TO THE SCHOOL

*Policy adopted by the Governing Body on 28<sup>th</sup> September, to be reviewed in 2018*

### **Year 7 Entry: September 2019**

Queen Elizabeth's Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school can be found on the school website [www.queenelizabeths.kent.sch.uk](http://www.queenelizabeths.kent.sch.uk) including full details of the school uniform, which is contained within the policies section under the Information heading.

Students are normally admitted at age 11, when all pupils must have gained a selective place through the Kent Procedure for Entry to Secondary Education (PESE) and placed Queen Elizabeth's Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission.

Details of the Kent PESE are available in the Kent County Council booklet 'Admission to Secondary School in Kent 2018'. There is no guarantee of a place to applicants who meet the over-subscription criteria. Applications for admission should be made via the Local Authority (LA).

### **Numbers admitted**

The Published Admission Number (PAN) for the school is **140**

### **Over-subscription**

Before the application of oversubscription criteria children with a Statement of Special Educational Need or Education, Health and Care Plan (ECHP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of places available, places will be allocated to **eligible** children in the following priority order:

1. 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 brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
3. Students currently in receipt of free school meals – in this instance parents or guardians will be required to complete a Supplementary Information Form, which will need to be accompanied by evidence of any such entitlement. The Supplementary Information Form is available from the school office or can be downloaded from the Admissions area of the school website.
4. Children of staff, where the member of staff has been employed at Queen Elizabeth's Grammar School on a permanent contract for 2 years or more, or has been recruited to fill a post for which there is a demonstrable skill shortage.
5. 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.

6. 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. 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. 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.

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 that 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 a parent has failed to respond to an offer within a reasonable time; 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

### **Mid-Year Entry 2019-20**

Applicants who wish to apply for a place outside of the normal admissions round should contact the school for further information. The Published Admission Number varies across the year groups as it has changed over the years, however the over-subscription criteria apply as above. In the event of the year group being oversubscribed, a waiting list will be held, ranked according to the over-subscription criteria.

### **Admission Arrangements for Students Outside of their Expected Year of Entry**

*Please see the separate guidance in the Procedure for Admission Arrangements for Students Outside of their Expected Year of Entry.*

### **Appeals**

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Queen Elizabeth's Grammar School, Abbey Place, Faversham, Kent ME13 7BQ. Appeals should take the form of a letter briefly setting out the grounds for the appeal. The Clerk will acknowledge receipt and will initiate arrangements for the hearing of the appeal by an Independent Appeal Panel. Parents have the right to be present at the hearing.

### **School Visits**

Official Open Evenings for prospective Year 7 and Year 12 pupils are usually held in October or November. Tours of the school can also be arranged during school time by appointment with the school office.

### **Admission to the Sixth Form**

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants accruing at least 33 points from their **best six** GCSE, AS or CNAT grades. *Short course GCSEs may be included within this calculation but at half value i.e. a 7 grade in RS would count as half a grade at 3.5 points.*

### **Applicants must also achieve at least GCSE grade 5 in Mathematics and an English examination.**

Applicants must achieve at least GCSE grade 6 in subjects they wish to study at A Level with the exception of Mathematics, where a grade 7 or higher is required. In the case of new subjects e.g. Psychology, Government and Politics etc., please refer to the Sixth Form Options Guide available on the school website for specific grade requirements.

The admission number for external candidates will be 40, 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 160.

### **Conversion table**

<b>CNAT (iMedia)</b>		<b>AS</b>	
Grade	Points	Grade	Points
Level 2 Distinction	7	A	10.75
Level 2 Merit	5.5	B	8.88
Level 2 Pass	4	C	7.00

Level 1 Distinction	3	D	5.13
Level 1 Merit	2	E	3.50
Level 1 Pass	1		

### **Over-subscription**

Following the admission of our own Year 11 students, should the number of external applications for the Sixth Form exceed 160, these places will be allocated to **eligible** students in the following priority order:

1. 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 brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
3. Children of staff, where the member of staff has been employed at Queen Elizabeth's Grammar School on a permanent contract for 2 years or more, or has been recruited to fill a post for which there is a demonstrable skill shortage.
4. 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.
5. 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. 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. 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.

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 that 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 a parent has failed to respond to an offer within a reasonable time; 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

### **Offers and Appeals**

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils 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 May 2019. Offers will be confirmed once the school has been notified of GCSE results in August 2019.

Where learners have achieved a better result 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 be refused, by writing to The Clerk to the Governors, Queen Elizabeth's Grammar School, Abbey Place, Faversham, Kent ME13 7BQ.

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.

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

*Date* \_\_\_\_\_



# Queen Elizabeth's Grammar School 2019 Supplementary Information Form

This form should be completed if you have stated a preference for Queen Elizabeth's Grammar School and you wish your application to be considered under criterion 3, Free School Meals. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet **before** completing this form.

**Only complete this form if your son or daughter is currently in receipt of free school meals.**

***You must also complete the Secondary Common Application Form.***

## PUPILS DETAILS

Forename: \_\_\_\_\_

Middle name: \_\_\_\_\_

Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## DETAILS BELOW OF THOSE WITH PARENTAL RESPONSIBILITY:

(please give full names of parents or legal guardians. If parents do not live together, it would be helpful to have both addresses, including postcodes)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Please read the following declaration carefully and then sign and return the form to **The Admissions Officer, Queen Elizabeth's Grammar School, Abbey Place, Faversham Kent ME13 7BQ by 31 October 2018.**

Forms received after that date will be treated as late applications.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

(Please see overleaf for a list of acceptable documents)

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Free School Meals is linked to anyone of the following:**

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

Guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit

**In order to be considered under criterion 3 of Queen Elizabeth's Grammar School's Admissions Policy, you must provide a copy of a letter relating to one of the categories above – any such evidence must be attached to this form.**