



# **Barton Court Grammar School**

An Academy of Excellence

## **Admission of Pupils to the School**

### **Year 7 Admissions: September 2019**

Barton Court Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school is available in the prospectus which can be found on the school website [www.bartoncourt.org](http://www.bartoncourt.org). Boys and girls are normally admitted at age 11, when all pupils must have gained a selective place through the Kent PESE and placed Barton Court Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission. Details of the Kent PESE are available from the Kent County Council booklet "Admission to Secondary School in Kent 2019". There is no guarantee of a place to applicants who meet the over-subscription criteria.

The Published Admissions Number (PAN) in Y7 for September 2019 is **150**, for all other year groups the PAN is as follows: Y8 & Y9 for September 2019 is **150** all other year groups remains at **128**. The school is usually over-subscribed. Before the application of oversubscription criteria children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP), who name the school, will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

#### **Oversubscription criteria**

If the number of preferences is greater than the number of places available, the following criteria for over-subscription will be applied in priority order:

- **Children in Local Authority Care or who were 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).
- **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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

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 or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

- **Health and Special Access Reasons** – Medical, health, social 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 mean 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 particular school.
- **Children who are designated as receiving 'Pupil Premium'** - Applicants under this criterion must complete a Supplementary Information Form (Appendix 3) so that checks can be made to determine eligibility. (For the purposes of this policy, the entitlement to Pupil Premium would need to be shown during the calendar year before entry into the School.
- **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.

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. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

**With reference to the oversubscription criteria please refer to *Appendix 1* regarding residency.**

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

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Waiting List**

Parents of children who have not been offered a place at the School may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of April 2018, will be operated using the same admissions criteria as above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not affect the statutory right to appeal.

### **Mid-School Entry: 2019-2020**

Applicants at a time later than the normal admissions age should apply direct to Barton Court Grammar School and will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. Details of the testing process can be found in *Appendix 2*.

The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Admissions, Barton Court Grammar School, Longport, Canterbury, CT1 1PH, 01227 464600

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

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. 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. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

### **Sixth Form Admissions Arrangements: September 2019**

Barton Court Grammar School is a mixed Sixth Form. The majority of our students in Year 11 continue with their studies into our school Sixth Form and priority will be given to existing students transferring from Year 11 who meet the entrance criteria.

For the intake from September 2019 onwards the Sixth Form will recruit on the basis of a Year 12 of 180. The minimum published admission number (PAN) for new entrants will be 60, however we may enrol 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 Barton Court Grammar School.
2. BCAT Trust applicants – students enrolled in Year 11 in a School within Barton Court Academy Trust (BCAT)
3. 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.

All of our primary courses run for two years with AS Level no longer an option.

To study 3 BTEC courses:

- at least five grade 4s at GCSE including English and Mathematics
- and at least three grade 5's at GCSE

To study 2 BTEC courses with 1 level:

- at least five grade 4s at GCSE including English and Mathematics
- and at least two grade 6's at GCSE

To study 1 BTEC course with 2 A Levels:

- at least six grade 4s at GCSE including English and Mathematics
- and at least three grade 6's at GCSE.

To study 3 A Levels:

- at least eight grade 4s at GCSEs including English and Mathematics
- and at least four grade 6's at GCSE

**Note:**

- Individual subjects sometimes have specific entry requirements – please see specific subject pages in the course booklet
- A grade 7 is required in Mathematics GCSE in order to study A Level Mathematics
- A grade 8 is required in Mathematics GCSE in order to study Further Mathematics A Level
- A grade 7 is required in a language GCSE in order to study that language at A Level
- We accept BTEC Level 2 grades with a Merit being equivalent to a GCSE grade 5

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.

**Application Process**

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

- Application is made through the UCAS online website, as part of the Local Authority scheme.
- All applications will be considered.
- Sixth Form Information Evening, or evenings, will be held in November – February preceding the September of entry and will be widely publicised.
- A meeting will be held to discuss options and academic entry requirements for particular courses. A conditional offer letter will be sent to all applicants who are reasonably expected to meet the entry requirements and whose subject preferences can be met. Should it be necessary, alternative subject preferences may be offered. Any conditional offer is made with the assumption that it will prove possible to accommodate the combination of subjects on the timetable, in feasible group sizes. If this does not prove possible the student will be contacted at the earliest opportunity and be offered an alternative.
- A Sixth Form Induction is held at the end of June/beginning July prior to September entry where applicants will be offered the opportunity to attend 'taster' lessons and confirm final course preferences.
- A confirmation of acceptance by 3:00 pm on the day following the publication of GCSE exam results in August is required in order to secure the conditional offer place. For internal students this can be done when collecting their GCSE results.

Where a student has not met the conditions laid out in their offer letter the school will endeavour to offer alternative courses where possible assuming the student has met the entry requirements for these courses.

Where students have achieved better results than their predicted grades, and therefore now met the entry requirements laid out above, but where previously it was thought they wouldn't should contact the school by 3.00pm on the day following the GCSE results if they wish to be considered for a place. They 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 or not taking up their offer of a place.

### **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:

- **Children in Local Authority Care or who were 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).
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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. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

**With reference to the oversubscription criteria please refer to *Appendix 1* regarding residency.**

### **Appeals**

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, Admissions, Barton Court Grammar School, Longport, Canterbury, CT1 1PH, 01227 464600

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.

**Appendix 1** – This relates to all oversubscription criteria.

**Home Address**

We will accept as a pupil's address the residential property that is the **child's only or main residence**, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be 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.

Evidence of ownership or rental agreement may be required, plus **proof of the child's permanent residency at the property concerned**. The Governing Body reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.

We can only accept one current home address on the Secondary Common Application Form. 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 nights in each week**.

**The offer of a place may be withdrawn if proof of residency is not met.**

**Appendix 2**

**Mid-School Entry Testing Process**

Pupils applying to join Barton Court Grammar School mid-school year will be required to sit entrance tests to assess the pupil's suitability for education in a selective environment. Pupils will be required to visit the school for one day to sit a selection of tests as detailed below:

English, Mathematics and Cognitive Ability Tests

Appendix 3

# Barton Court Grammar School

## Supplementary Information Form (SIF) for 2019/20 Admissions

### Pupil Premium Notification

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Barton Court 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<sup>st</sup> October 2018, to notify us that you are applying for a Pupil Premium place. This should be sent to the Mrs Owen, Data Manager, Barton Court Grammar School, Longport, Canterbury, CT1 1PH

**Personal Details:**

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

**Other Details:**

Child 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 provide 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 check 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 children 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.*