



Dartford Grammar School for Girls

Headteacher: **Sharon Pritchard MA** (Cantab)
Dartford Grammar School for Girls, Shepherds Lane, Dartford, Kent, DA1 2NT
Tel: 01322 223123 | Email: school@dartfordgrammargirls.org.uk
www.dartfordgrammargirls.org.uk

Admission Policy and Over-subscription Criteria for entry to Year 7 in September 2025

Admission

We will be offering 180 places in 2025. Entry to Dartford Grammar School for Girls is via the Kent Procedure for Entrance to Secondary Schools Age 11 Assessment Tests [PESE]. If girls reach the required standard as a result of this process they are eligible for admission.

All timings will be in accordance with Kent Local Authority's timetable for Admissions to Secondary School.

Registering for the Kent Tests

Parents/Carers with a daughter in Year 5 who wish her to sit the Kent PESE Tests must register online with Kent Local Authority [LA] or request a paper registration form by contacting the Secondary Admissions Team at Kent LA, during June 2024.

Testing Arrangements

Kent LA will make arrangements for those registered to sit the tests.
Assessment decision letters will be sent out to parents/carers by Kent LA.

Application Procedure

All applicants must complete their own Local Authority Secondary Common Application Form [SCAF] which is returned to their home LA, by their closing date. On the SCAF all schools applied to are listed in order of preference. This order is used by the LA when allocating applicants to schools.

If your daughter has been registered for free school meals in the last six years, please also complete a Supplementary Information Form [SIF]. This can be downloaded from the school website from September 2024 and must be returned directly to the school by 1st November 2024.

Allocation of Places

Places will be allocated by the LA using the information provided on the SCAF and parents/carers will be notified in March 2025. Please note that we are a heavily oversubscribed school and should the number of eligible applicants exceed the number of places available, our oversubscription criteria will be applied when places are allocated.

Before the application of oversubscription criteria, students with an Education, Health and Care Plan (EHCP) which names the school and who have passed the assessment will be admitted. As a result of this the published admissions number will be reduced accordingly.



Dartford Grammar School for Girls is part of The Areté Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10760163. The registered office is at Dartford Grammar School for Girls, Shepherds Lane, Dartford, Kent, DA1 2NT.



Over-Subscription Criteria

Where applications for admission of eligible girls exceed this number, the following criteria will be applied in the order set out below, to decide which girls who satisfied the selection requirements should be offered places:

1. Looked After Children and previously Looked After Children:

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

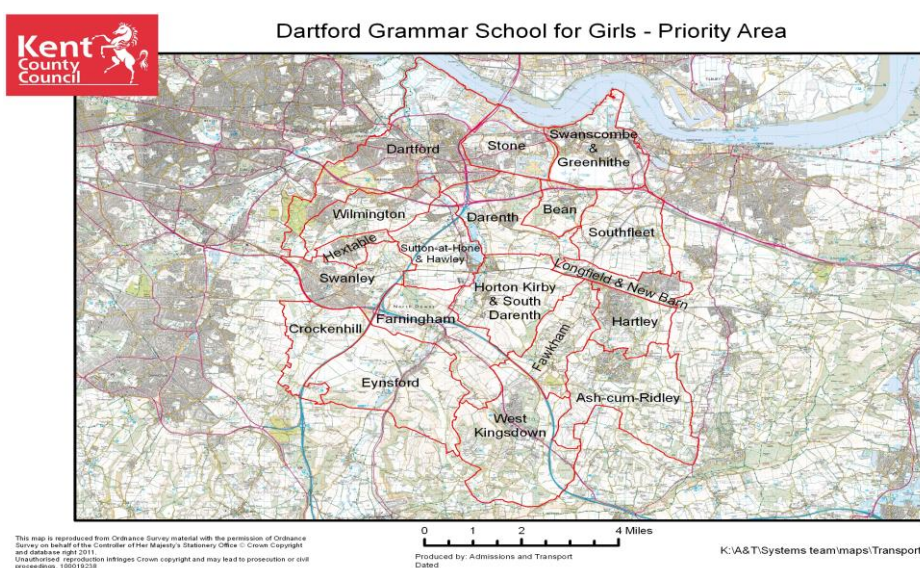
2. Pupil Premium

A girl who is eligible for Pupil Premium at the time of entry to the school – *a child is eligible for Pupil Premium where she has 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.*

Parents wishing to apply under this criterion must attach proof of eligibility to their Supplementary Information Form and return it all to the school by 1st November 2024.

3. 100 places will be reserved for girls residing in Dartford or one of the named parishes below.

Ash-cum-Ridley	Fawkham	Stone
Bean	Hartley	Sutton at Hone and Hawley
Crockenhill	Hextable	Swanley
Darenth	Horton Kirby and South Darenth	Swanscombe and Greenhithe
Eynsford	Longfield and New Barn	West Kingsdown
Farningham	Southfleet	Wilmington



4. Remaining eligible girls seeking a school place, irrespective of their address.



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If the school is oversubscribed within any of the above oversubscription criteria students will be ranked in the following order:

- 1. Those performing best in the Kent Test (highest aggregate score).**
- 2. In the case of tied scores, preference is given to the applicant living nearest to the school.**

Should two or more applicants have both tied scores and tied distance, independent random selection will be used as a fair tie-breaker.

Nearness of children's homes to school

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Waiting List

If the school is oversubscribed we will maintain a waiting list until 31st December 2025. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

Late Applications

Late applications will be accepted and processed in accordance with the scheme published in the LA's admission booklets.

Requests for 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. 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 a 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 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.





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Admissions Supplementary Form 2025

This form does not constitute a valid application. You must apply online to your Local Authority or complete a Common Application Form, available from your Local Authority, naming Dartford Grammar School for Girls, if you wish your daughter to be considered for a place at the school.

This form should only be completed if your daughter has been registered for free school meals within the last six years. It must be sent directly to the school by 1st November 2024, either by post or via email to cbalmer@dartfordgrammargirls.org.uk

Section 1 Student Information	
Forename(s):	Surname:.....
Date of Birth:	Parent/Carer Name:
Permanent Home Address:	
.....	
Telephone:	Email:
Section 2 Pupil Premium	
Dates that your daughter was registered for free school meals:	
Your daughter's current school	
Please tick to give consent for the Local Authority or your child's current school to disclose pupil premium eligibility information for the purposes of this school application should this be necessary.	
<input type="checkbox"/>	
Evidence of Free School Meal Entitlement must be submitted with this form.	
Section 3 Parent/Carer Signature	
Signature:.....	
Date:	



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Admission Policy for entry to Year 12 in September 2025

In 2025, we will be offering 180 places to our mixed Year 12. Priority will be given to existing students transferring from Year 11. New Entrants who wish join our school and have met the entry criteria below, are invited to submit their GCSE Statement of Results on GCSE results day.

Entrance Qualifications

All students joining Year 12 will have achieved:

- A minimum of 52 points over 8 GCSE subjects;
- A minimum of grade 5 in Mathematics and English Language or English Literature;
- The subject requirements for the A Level subjects to be studied. *Please refer to the Sixth Form Information Booklet for further details.*

Application Process for New Entrants

Admission is based solely on actual GCSE results. No conditional offers will be made in advance of GCSE results day.

Applications to join Year 12 should be made on GCSE results day in August by 12pm.

Students applying after this deadline will be eligible to join the school if they meet the criteria and there are places still available in Year 12 on the courses they wish to follow.

Requests for admission outside of the normal age group

Requests for admission outside of the normal age group should be made to the Headteacher. Parents/carers 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 a school's ability to agree to deferral. Deferred applications will be processed in the same way as all applications and offers will be made in accordance with the school's oversubscription criteria.



Over-Subscription Criteria for New Entrants

Where applications for admission of eligible students exceed this, the following criteria will be applied in the order set out below, to decide which students who satisfied the entry requirements should be offered places. *Before the application of oversubscription criteria, students with an Education, Health and Care Plan (EHCP) which names the school and who have met the entrance qualifications will be admitted. As a result of this, the published admissions number will be reduced accordingly.*

1. **Looked After Children and previously Looked After Children:**

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. **All other eligible students seeking a school place.**

On GCSE results day, New Entrants who wish to join our school and have met the entry criteria are invited to submit their GCSE Statement of Results by 12pm. If there are more applicants than places available within any of the above oversubscription criteria, students will be ranked in the following order to enable the school to offer places, which we aim to do by the end of the day.

1. **Those performing best in their top 8 GCSE grades**

2. **In the case of tied scores, preference is given to the applicant living nearest to the school.**

Should two or more applicants have both tied scores and tied distance, independent random selection will be used as a fair tie-breaker.

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

A waiting list will be held and ranked according to the over-subscription criteria.





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In-Year Admissions Arrangements

Please contact Mrs C Balmer, at the school, prior to making an application, on 01322 223123 ext. 249 or via email: cbalmer@dartfordgrammargirls.org.uk

Applications from students wishing to transfer to Dartford Grammar School for Girls should be made via the school by completing an In Year Casual Application Form (IYCAF).

If places are available, applicants will be required to sit Admission Tests at the school to assess their suitability.

The school admits eligible students who are successful in our Admission Tests where places are available in Years 7 and 8. Admission part way through the preparation for GCSE examinations (i.e. Years 9, 10 and 11) is not advisable, therefore the school would only admit a student after the start of Year 9 in exceptional circumstances, where a place is available.

Eligibility for the school will be decided as a result of analysis of entrance test papers. Should there are more candidates eligible for a year group than places available, the school will offer the place(s) to candidate(s) performing best in the Admissions Tests.

Parents will be advised of the outcome of their application.

Requests for admission outside of the normal age group should be made to the Headteacher. 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 a school's ability to agree to deferral. Deferred applications will be processed in the same way as all applications and offers will be made in accordance with the school's oversubscription criteria.



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