



THE SKINNERS' SCHOOL, TUNBRIDGE WELLS

ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO THE SCHOOL FROM SEPTEMBER 2024

A. General

The School intends to offer 160 places each year for boys aged 11. This is the Pupil Admission Number (PAN).

Boys will normally be admitted at age 11 into Year 7. Selection is through Kent County Council's Procedure for Entrance to Secondary Education (PESE), the "Kent Test". All pupils must be boys assessed suitable for grammar school through the Kent PESE (11+).

For boys aged 12 or more seeking a place through casual entrance procedures, evidence obtained in examination of ability to keep pace with the work of the School will justify consideration for admission. Such pupils will only be admitted when the number of pupils in the relevant year group falls below the PAN.

This document also sets out the policy for admission arrangements for children to be taught outside their expected year group.

B. Admission Criteria for Year 7

Skinner's School is part of the Co-ordinated Admission Scheme, which is administered by the Kent Local Authority. All pupils must be boys assessed suitable for grammar school through the Kent PESE (11+).

Before the application of oversubscription criteria, children with an Education, Health and Care Plan, which names the school, will be admitted. As a result of this, the published admission number will be reduced accordingly.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order of priority set out below:

1. Children in Local Authority Care or Previously in Local Authority Care - 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, in line with guidance issued by the Department for Education.

2. Up to 140 places will be offered to children in the 'West Kent Area', which covers the area within three miles of the school measured by straight line distance, plus the following named parishes:

Badgers Mount Bidborough Brasted

Brenchley Capel Chevening

Chiddingstone Cowden Dunton Green

Edenbridge Goudhurst Hadlow

Halstead Hever Hildenborough

Horsmonden Ightham Kemsing

Knockholt Lamberhurst Leigh

Otford Paddock Wood Pembury

Penshurst Plaxtol Riverhead

Rusthall Seal Sevenoaks

Sevenoaks Weald Shipbourne Shoreham

Southborough Speldhurst Sundridge with Ide Hill

Tonbridge Tunbridge Wells Westerham

a) Up to 14 places to pupils, from the defined West Kent Area, registered in that academic year for the Pupil Premium. Pupils are eligible for the Pupil Premium where they have been eligible for free school meals (FSM) during the last 6 years. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, but these children are prioritised in criterion 1 (above).

Parents wishing to apply under this criterion 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 (online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. In the event that there are more than 14 valid applications in this category, applicants will be ranked according to their aggregate scores in the Kent Test, the highest score being given the highest rank. If there are fewer than 14 valid applications in this category the remaining places will be offered under criterion b below.

b) Up to 112 places to other pupils from the defined West Kent Area, prioritised as follows:

(i) those living in the West Kent Area with a PESE (11+) score of at least 40 points higher than the KCC threshold score* and assessed as suitable for a grammar school education, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been

recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

*Threshold score is determined by KCC, details published on PESE (11+) results day.

In the event of there not being 112 scoring at least 40 points higher than the threshold score:

(ii) those living in the West Kent Area assessed suitable for grammar school, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

3. Up to 14 Governors' Places will be offered to children living in the parishes as defined in criterion 2 who would not otherwise be offered a place, who scored highest in the PESE (11+) Kent test, places determined by combined rank order. In the case of equal scores for Governors' places, criterion 2b would be applied.

4. Up to 20 places will be offered to children in the 'Outer Area', which is defined as being outside the West Kent Area described above, but within the mainland of the United Kingdom.

a) Up to 2 places to pupils, from the Outer Area, registered in that academic year for the Pupil Premium. Pupils are eligible for the Pupil Premium where they have been eligible for free school meals (FSM) during the last 6 years. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, but these children are prioritised in criterion 1 (above).

Parents wishing to apply under this criterion 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 (online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. In the event that there are more than 2 valid applications in this category, applicants will be ranked according to their aggregate scores in the Kent Test, the highest score being given the highest rank. If there are fewer than 2 valid applications in this category the remaining places will be offered under criterion b below.

b) Up to 18 places to pupils from the defined Outer Area, prioritised as follows:

(i) those living in the defined Outer Area with a a PESE (11+) score of at least 40 points higher than the KCC threshold score* and assessed as suitable for a grammar school education, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

*Threshold score is determined by KCC, details published on PESE (11+) results day.

In the event of there not being 18 scoring at least 40 points higher than the threshold score:

(ii) those living in the defined Outer Area assessed suitable for grammar school, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

Siblings - children who live in the same house as brother, including natural brothers, adopted brothers, stepbrothers and foster brothers.

Distance of children's homes to school - we use the distance between the child's permanent home address and the school. This is provided by Kent County Council and 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.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address. You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend. The address you give on your application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child. The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where the child lives most of the time.
- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.

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. This process will be independently supervised.

Withdrawal of a School Place Offer

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.

C. Sixth Form

To enter the Sixth Form at Skinners' boys need:

- A total of 50 points across a pupil's 'best 8' GCSEs with the grade number (9-1) contributing the relevant number of points.
- At least grade 7 at GCSE in the following subjects, in order to study that subject at A level: Maths, Physics, Chemistry, French and German. Those studying Physics at A level will either need to study Maths A level alongside or have at least a grade 8 at GCSE Maths; those studying Chemistry or Biology at A level will need at least a grade 7 at GCSE Maths.
- At least grade 4 in English and Maths at GCSE.

These criteria would apply to internal and external applicants to the Sixth Form. In the event of over-subscription for Sixth Form places, priority will be given to existing pupils transferring from Year 11. The PAN for external candidates will be 10 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than is required to provide an overall total figure for the Sixth Form, which is 300.

Applicants who are children in local authority care or Previously in Local Authority Care will be given priority - 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.

The School will meet Sixth Form applicants, whether internal or external, to ensure that subject choices are appropriate and available. Applicants will not be interviewed; no non-academic context will be a factor in selection. In the event of over-subscription for Sixth Form places, those external

candidates with the best academic record at GCSE and whose subject option choices can be offered, will be admitted.

D. Admission arrangements for children to be taught outside their expected year group

Requests for admission outside the child's expected year group must be made to the Headmaster as far as possible before Kent County Council's closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. Parents should complete a normal application in addition, in case their request is declined. If the request for admission outside expected year is agreed, a paper CAF must be submitted to Kent County Council with copies of the written agreement from the school.

The school will consider the individual circumstance of each case, and the best interests of the child concerned. This will include taking account of the parent'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 school must also take into account the views of the head teacher of the school concerned.

E. In Year Admissions

In Year 7 we retain a waiting list until 1st January in the calendar year that follows the arrival of Year 7 at the school. Thereafter parents on the waiting list are asked if they would like their sons to join a new list, effectively an expression of interest in joining the school, should a place arise.

In the event of places becoming available, the school will refer to performance in a cognitive ability test to determine suitability for grammar school, and will then rank applications in accordance with its over-subscription criteria. The minimum Mean score required in the CAT4 assessment will be 120.

In determining who to offer places to, the school will essentially replace pupils like for like; ie a pupil in the West Kent Area will in principle be replaced by an applicant from that area, whilst a pupil from the Outer Area will in principle be replaced by a pupil from outside West Kent.

The school will not offer places over its published admission number (PAN – 160).

The school will maintain a waiting list for each year group at the school. The waiting list will be a live document and will be re-ranked upon the addition of any new eligible applicant to the school. This re-ranking will be in line with our published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (eg. Pupil Premium priority), will take precedence over those on a waiting list.

F. Appeals

Parents have a statutory right to appeal, should a place be refused for Year 7, Year 12 or In-Year entry. Details of the appeals process can be viewed by following this [link](#)

November 2022

Appendix 1: Map showing the 'West Kent Area'

