CRANBROOK SCHOOL DAY ADMISSIONS POLICY
FOR ENTRY IN SEPTEMBER 2017

1. PHILOSOPHY

1.1 This policy is in accordance with the statutory requirements of the 2014 Schools Admissions Code.

1.2 The School is an Academy and the Governors have sole responsibility for admissions arrangements.

1.3 The School is a selective school which aims to admit students of an appropriate age and ability who will benefit from a co-educational grammar school education. The school caters for the top 20-25% of the academic ability range.

1.4 This policy reflects the philosophy to be found in the School's Equal Opportunities, Racial Equality, Disability and SEN policies.

1.5 The School will admit 30 day students to Year 7. There will be no boarding places in Year 7.

1.6 There is a maximum of 110 day places available for students in Year 9, 10 and 11. The total Published Admissions Number (PAN) Year 9 is 162.

1.6 Applications for Year 7 comply with the Co-ordinated Admission Scheme which is administered by Kent County Council. All students must be assessed suitable for grammar school through the Kent PESE.

1.7 Applications for Year 9 must be made through Kent County Council who are the co-ordinating body for normal admission round applications. An application form can be downloaded from the School's website during the period of application which closes on October 31st 2016. In year application forms are available from the Registrars' Office at the School or email registrar@cranbrook.kent.sch.uk .

1.8 This admissions policy applies to entry to the School as a day student. Boarding entry is subject to separate policy and procedure.

2. ADMISSION ARRANGEMENTS AND PRACTICE

2.1 Year 7 Selection (Subject to EFA agreement)

a) The usual age for entry into Year 7 is 11. Candidates applying out of year will be considered on an individual case basis by the Governors' Admissions Committee
b) Candidates take the Kent PESE test, also known as the 11+. It will be the parents' responsibility to ensure that their child takes this test.
c) Parents will be informed by Kent County Council before October 31st each year the results of the test to enable parents to make a decision whether to apply for a place at the school.
d) If your child has special educational needs, you will need to discuss these with Kent County Council's Admissions Team.

Over-subscription

Before the application of oversubscription criteria, children with a statement of special educational needs (Educational Health and Care Plan) which names the school and have passed the Kent PESE test for Year 7, will be admitted. As a result of this the PAN will be reduced accordingly. All candidates assessed as academically suitable for the School will be ranked in the following priority order:

a. Children in Local Authority Care (Looked After Children and previously Looked After Children) within the geographical area. A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This priority will also encompass any previously Looked After child who has left Local Authority Care by way of adoption, a residence order or any special guardianship order.

b. Those children entitled to the pupil premium within the geographical area.

c. Those candidates within the geographical area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.
Examples of social need may be medical, health, social and special access reasons. All 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 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 a particular school.

d. Where the child is the son/daughter of a member of the School's teaching or support staff, completing a minimum of 0.5 of a full time roll, and where the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. Although the child would not have to live within the geographical area, he/ she will only be offered a place if the score in the Kent PESE test for Year 7 is within the range of places being offered for those children living within the geographical area.

e. Those candidates whose permanent principal private residence is within the geographical area (see 3.1 below), prioritised in order of their score in the Kent PESE test. Where scores are equal, a candidate will be prioritised by distance from their permanent principal private residence to the front entrance of the School. A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.

f. Those candidates living outside the geographical area prioritised in order of their score in the Kent PESE test.

If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.

Late Applications

Parents that were not included in the original round of offers due to late application will initially be offered a place in the reallocation administered by Kent County Council. The deadline for inclusion in this reallocation and any subsequent offers will be made on a date set out in the Guidance Table of the Kent Co-ordinated Scheme for Transfer to Year 7, when published.

Late applications received must be made to, and processed by, Kent County Council. These will be considered after a date set out in the Guidance Table of the Kent Co-ordinated Scheme, when Kent County Council will contact the school with children's details so that late applications can be ranked in accordance with the school's oversubscription criteria. If a place can be offered, Kent County Council will notify parents. If a place cannot be offered KCC will allocate a place at an alternative school.

DRAFT

2.2 Year 9 Selection

a. The usual age for entry into Year 9 is 13. Candidates applying out of year will be considered on an individual case basis by the Governors Admission Committee.
b. Candidates take an objective test set by the National Foundation for Educational Research (NFER) and papers in Mathematics and English.
c. Each paper is marked and the scores combined to give a final aggregate score. No paper is given an individual pass mark.
d. All day candidates are ranked according to the final aggregate score. The pass mark will be set each year depending on the academic standards of the students applying.
e. If your child has special educational needs please complete the Request for Exceptional Arrangements application form by 31st October 2016 and return it to the Registrar. Parents should set out what extra support they would like to request e.g. extra time, exam in a large font, extra breaks etc along with accompanying evidence of need. This form can be downloaded from the school's website at: www.cranbrookschool.co.uk or requested from the Registrar at registrar@cranbrook.kent.sch.uk . The SEN Co-ordinator will decide in discussion with the Headmaster what, if any, extra support will be given. Extra time will be awarded when documentary evidence of 'below average' speed of processing, cognitive or phonological, or 'below average' reading accuracy, reading speed or comprehension has been submitted. This evidence must be presented as standardised scores, where below average is a standardised score of 84 or fewer. Further evidence that this is a candidate's normal way of working is required, i.e. there is a history of both provision and need. This must be provided in a full assessment from either an Educational Psychologist or a qualified Specialist Teacher and within the secondary school life of the candidate. A qualified Specialist Teacher must hold qualifications as recognised by the Joint Council for Qualifications under section 4.3 of their Regulations and Guidance for Access Arrangements, Reasonable Adjustments and Special Consideration.

Over-subscription

Before the application of oversubscription criteria, children with a statement of special educational needs (Educational Health and Care Plan), which names the school and have passed the Cranbrook English, Mathematics and NFER test for entry into Year 9, will be admitted. As a result of this the PAN will be reduced accordingly. All candidates assessed as academically suitable for the School will be ranked in the following priority order:

a. Children in Local Authority Care (Looked After Children and previously Looked After Children) within the geographical area. A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This priority will also encompass any previously Looked After child who has left Local Authority Care by way of adoption, a residence order or any special guardianship order.
b. Those children entitled to the pupil premium within the geographical area.
c. Those candidates within the geographical area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.
Examples of social need may be medical, health, social and special access reasons. All 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 they have a demonstrable and significant need to

DRAFT

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 a particular school.

f. Where the child is the son/daughter of a member of the School's teaching or support staff, completing a minimum of 0.5 of a full time roll, and where the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. Although the child would not have to live within the geographical area, he/ she will only be offered a place if the score in the Cranbrook 13+ entrance examination, is within the range of places being offered for those children living within the geographical area.

g. Those candidates whose permanent principal private residence is within the geographical area (see 3.1 below), prioritised in order of aggregate score. Where aggregate scores are equal, a candidate will be prioritised by distance from their permanent principal private residence to the front entrance of the School. A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.

h. Those candidates living outside the preferred area prioritised in order of aggregate score in the entrance examination.

If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.

Late Applications

Where an application for entry to Year 9 is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales.

There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at Cranbrook School. The details of this procedure are outlined in Section 6 of this document.

2.3 Sixth Form Selection

Year 12

Applications can be made via the Cranbrook Sixth Form Application Form found on the school's website or via the learners' site www.ucasprogress.com .You need to click on "Search and Apply for courses" and then follow the instructions accordingly.

The Published Admission Number (PAN) for Year 12 is 162. Where possible we seek to offer a minimum of 20 places to external candidates. Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. There are usually only a few vacancies in Year 12 and applications will be considered on the following basis:

a. Applications must be made by the 16th December 2016 and must include the candidate's predicted grades at GCSE or equivalent;

b. Candidates must study a minimum of 3 subjects in Year 12 as well as the Cranbrook Diploma;

c. Candidates must achieve a minimum of 40 points at GCSE, or the equivalent for candidates overseas, where:

DRAFT

- A* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points, D = 3 points (as per the Department for Education gradings).
- Points for the new Maths and English GCSEs will be on a 1-9 point scale corresponding with the new 1 to 9 grades; e.g. a grade 9 will get 9 points in the performance measures.
- At least an A grade / Level 7 at GCSE in the following subjects in order to study that subject at A Level: Maths, Physics, Chemistry, French and Spanish.
- At least an A grade / Level 8 at GCSE Maths to study Further Maths at A-level.
- At least a C grade / Level 5 in English and Maths at GCSE

d. Candidates applying outside of their chronological age group will be considered on an individual case basis by the Governors' Admissions Committee.

Candidates will be asked to attend a learning discussion about the subject options they have chosen.

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the minimum grades specified are achieved in the final examinations prior to entry to the Sixth Form. Any applications made after results in August will be considered based on grades achieved and the availability of places.

There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at Cranbrook School. The details of this procedure are outlined in Section 6 of this document.

Year 13

Candidates progressing onto Year 13 courses must have achieved at least D grades or the equivalent in the subjects they have studied in the first year of the Sixth Form programme. These grades must be achieved at AS level in the relevant subjects or in our internal summer examinations on linear A-level courses. There will be one re-sit opportunity before the end of Year 12 for candidates who do not achieve the appropriate grades in internal examinations. All students must be qualified to study at least three A2 levels to progress onto Year 13 courses. Failure to qualify will lead to secondary discussion about the best and most appropriate programmes of study through to the end of Year 13.

Over-subscription

Before the application of oversubscription criteria, children with a statement of special educational needs (Educational Health and Care Plan), which names the school, and have qualified for entry into Year 12, will be admitted. As a result of this the PAN will be reduced accordingly. All candidates assessed as academically suitable for the School will be ranked in the following priority order:

a. Children in Local Authority Care (Looked After Children and previously Looked After Children) within the geographical area. A Looked After Child or Child in Local Authority Care is a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This priority will also encompass any previously Looked After child who has left Local Authority Care by way of adoption, a residence order or any special guardianship order.

b. Those children entitled to the pupil premium within the geographical area.

c. Those candidates within the geographical area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.

DRAFT

Examples of social need may be medical, health, social and special access reasons. All 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 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 a particular school.

d. Where the child is the son/daughter of a member of the School's teaching or support staff, completing a minimum of 0.5 of a full time roll, and where the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. Although the child would not have to live within the geographical area, he/ she will only be offered a place if he/ she achieves the same eligibility criteria for entry into Year 12 as those children living within the geographical area

e. For entry to Years 12 and 13, those candidates whose permanent principal private residence is within the geographical area as defined in 3.1 below, prioritised by actual GCSE results. Where actual GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school.

g. For entry to Years 12 and 13, those candidates who are living outside the preferred area as defined in 3.1 below, prioritised by actual GCSE results.

If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.

Late Applications

Where an application for entry to Year 12 is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales.

2.4 Casual Admissions

It is rare for a vacancy to exist in either Year 9,10 or 11, but if one exists then applications will be considered on the following basis:

a. Candidates take an objective test which will be made up of verbal, non-verbal and quantitative reasoning tests.

b. Candidates applying out of year will be considered on an individual case basis by the Governors' Admission Committee.

c. The Governors will operate a waiting list for Years 9, 10 or Year 11 casual admissions.

3. THE GEOGRAPHICAL AREA

3.1 The geographical area is defined as follows:

a. The civil parishes of Cranbrook, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by civil parish boundaries.

b. Any other property which is not within the civil parish boundaries as outlined above, but is within 8.5 kilometres of the school by straight line. The distance is measured using Ordinance Survey address point data. Distances are measured from a central point within the child's permanent principal private residence to a similarly defined point within the

DRAFT

School as specified by Ordnance Survey. This defined point is the Queens Hall Theatre. The School uses measurements provided by Kent County Council and further information on how distances are calculated is available in the Admissions Booklets provided by Kent County Council.

3.2 In cases of split families, the address where Child Benefit is claimed will be taken as the address from where the measurement is taken. In the case where it is proven that Child Benefit is not claimed, the address will be where the child lives for the majority of the school week.

3.3 The Governors do not accept business or commercial addresses as evidence of residence in the geographical area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives (see 3.2 above).

3.4 The permanent principal private residence address on the day of the entrance exam will be the address taken for the purpose of qualifying those who are living within the geographical area. If you are not living in the property at the time of application, you will need to provide appropriate documentation to demonstrate that you intend to do so. Where parents are asked to give proof of their residence in the geographical area, the Governors will require:

a. sight of the signed and witnessed rental agreement or of the signed completion memorandum where a property has been purchased;
b. sight of originals of two different utilities bills dated within the last 3 months AND the Council Tax bill.

If this information is not provided within two weeks of the request, the Governors will be unable to assess whether the candidate lives within the geographical area. This will impact on the candidate's priority for admission.

3.5 The Governors may check Electoral Rolls and reserve the right to make any other reasonable enquiries they deem necessary.

3.6 If a child is under guardianship, we will require to see a court order. We will not accept an address of relatives unless there is a Guardianship Order awarded through the courts.

3.7 In cases of fraudulent or deliberately misleading applications, the Governors may withdraw the offer of a place under Section 4 below.

4. WITHDRAWAL OF A PLACE

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

a. If an application is found to be fraudulent or deliberately misleading.
b. When a parent has failed to respond to an offer within four weeks from the date of the offer.
c. When a parent has failed to notify the school of important changes to the application information.
d. The permanent principal private residence is not within the geographical area.

4.2 Parents should be aware that Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to residence in the geographical area or a false claim to the right to a UK state education).

5. TRANSFERS BETWEEN BOARDING AND DAY

5.1 Transfer between boarding and day and vice-versa is not an automatic right. A request to transfer between boarding and day, and vice-versa, is a matter solely for the Governors to determine.

5.2 Applications for transfer, which must be made in writing to the Registrar, will be considered by the Governors' Admissions Committee.

DRAFT

5.3 For Years 9, 10 and 11 a term's notice must be given of any application to transfer. In Years 12 and 13 two terms notice is required.

5.4 Transfer from boarding to day will not be agreed during the first year of a pupil joining the School.

5.5 Subject to Sections 5.3 and 5.4 transfer from boarding to day will only be agreed if there are fewer than the PAN for the relevant year group and the candidate has a greater priority than any other candidate on the waiting list for the relevant year.

5.6 If a Year group is at PAN, a transfer from boarding to day will not be agreed even if the permanent principal private residence is within the geographical area as outlined in Section 3.1.

5.7 A transfer from day to boarding will only be agreed if there is a place available in the correct year group for the correct gender.

6. APPEALS PROCEDURES

6.1 There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at the School. An appeal form should be downloaded from the School's website http://www.cranbrookschool.co.uk/appeals and sent directly to the Independent Appeal Clerk. Appeals for on time applications are heard within 40 school days and for in year applications within 30 school days. The panel is completely independent of the school and its decision is binding on both the appellant and the School. Appeals for a place for the Sixth Form are usually heard within a shorter timetable.

6.2 Appeals against decisions under Section 5 above do not fall within the remit of the independent appeals procedure and will be considered by the Governors' Appeals Committee.

7. WAITING LISTS

7.1 The Registrar will operate a waiting list for all years at all times. The waiting list will be ranked according to the school's over-subscription criteria and any new waiting list requests will be added to this list according to these criteria, and the list re-ranked accordingly.

8. ROLES AND RESPONSIBILITIES

8.1 The Governing Body is responsible for setting the admissions policy of the School.

8.2 The Governors' Admissions Committee determines requests for change of status between boarding and day and determines applications made on grounds of social need. They are responsible to making the 'offer' of a place.

8.2 The Governors' Admissions Committee, under the guidance of the Headmaster, with the Leadership Group, and the Registrar, review the admissions arrangements each year.

8.3 The Registrar is responsible for the organisation of the admissions procedures.

8.4 The Headmaster and the Leadership Group, with others designated, supervise and mark tests and conduct the suitability for boarding interviews.

8.5 The Governors' Appeals Committee hears appeals against decisions made by the Governors' Admissions Committee regarding transfers between boarding and day (section 5 above).

9. MONITORING AND EVALUATION

9.1 Monitoring and evaluation is carried out annually by the Governors' Admissions Committee, the Headmaster, the Leadership Group and the Registrar, taking into account the issues which have arisen during the admissions process and of any changes in legislation.

DRAFT