



## TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS

### Admission to Year 7 September 2019

Tonbridge Grammar School is a selective school, and places will be offered only where a girl has been given a *selective* assessment through the Kent Procedure for Entry to Secondary Education (PESE) 11+ Test, details of which are available from the Kent County Council (KCC) booklet 'Admission to Secondary School in Kent 2019'.

Tonbridge Grammar School sets no tests of its own for applicants at this stage of entry. Applicants must register for and sit the Kent Test, organised and administered by KCC, in order to be considered.

Detailed information about the School is available in the prospectus which can be found on the School website [www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk)

### The Published Admission Number (PAN) is 180.

The Governors offer 180 places to the parents of girls who will typically be enrolled in Year 6 at the time of the test and be age 11 at the time of admission (see note 4 in relation to requests for admission outside of this age group).

Girls whose **Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP)** names the School, and who have been awarded a *selective* assessment via the Kent Test will be admitted and the number of available Area places will be reduced accordingly.

*A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.*

Where there are more qualified applicants than places available, the places will be allocated according to the over-subscription criteria set out below, and following the Coordinated Admissions Scheme for secondary schools in Kent.

### Oversubscription Criteria

1. **Looked After Children** who nominate Tonbridge Grammar School on the preference SCAF form and who have been awarded a *selective* assessment via the Kent Test, will be given priority over all other applicants and the number of available Area places will be reduced accordingly.

*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. This includes previously looked after children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) or adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order or special guardianship order.*

2. Rank score as follows:

Area places (up to 135 places)	Governor places (35 places)
<p><b>Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test</b></p> <p><b>resident in</b> any of the following three local council areas for Council Tax purposes - Tonbridge &amp; Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following:</p> <ol style="list-style-type: none"> <li>1 a girl's ability as indicated by her combined <b>score</b> in the age-eleven assessment</li> <li>2 <b>Tie-breaker 1 - proximity</b> (<i>notes 1&amp; 2</i>) of the pupil's home address to the School</li> <li>3 <b>Tie-breaker 2</b> - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person</li> </ol> <p><i>If there are insufficient candidates for the Area places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Governor list.</i></p>	<p><b>Girls with a <i>selective</i> assessment through the Kent PESE 11+ Test</b></p> <p><b>resident outside</b> any of the following three local council areas for Council Tax purposes - Tonbridge &amp; Malling Borough, Tunbridge Wells Borough and Sevenoaks District – will be considered according to the following:</p> <ol style="list-style-type: none"> <li>1 a girl's ability as indicated by her combined <b>score</b> in the age-eleven assessment</li> <li>2 <b>Tie-breaker 1 - proximity</b> (<i>notes 1&amp; 2</i>) of the pupil's home address to the School</li> <li>3 <b>Tie-breaker 2</b> - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person</li> </ol> <p><i>If there are insufficient candidates for the Governor places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list.</i></p>

3. **Pupil Premium places (10 places)** - girls eligible for Pupil Premium with a *selective* assessment through the Kent PESE 11+ Test, resident in any of the following three local council areas for Council Tax purposes - Tonbridge & Malling Borough, Tunbridge Wells Borough and Sevenoaks District – and whose scores are below the automatic qualifying score for the Area places, according to the following:

- 1 a girl's ability as indicated by her combined **score** in the age-eleven assessment
- 2 **Tie-breaker 1 - proximity** (*notes 1& 2*) of the pupil's home address to the School
- 3 **Tie-breaker 2** - in the case of the above not determining a place, then a random selection will determine the place by drawing lots supervised by an independent person

*A girl 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 girls 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 category must ensure they complete the attached Supplementary Information Form (appendix 1) and return it to the school by 31<sup>st</sup> October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.*

*If there are insufficient applicants for these places by the published date that the Local Authority sends offer letters to parents on behalf of all admissions authorities, surplus places will be offered to those on the Area list. Any declined places offered to these applicants will be reallocated to the Area list.*

A **waiting list** will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31<sup>st</sup> December 2019.

Parents have a statutory right of **appeal** and full details are available from the School website.

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

1. When a parent or guardian has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When a parent or guardian has failed to notify the School of relevant changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.

**Notes:**

1. **Proximity** – the School uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority: KCC uses 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 data. 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.
2. **Home** - a pupil's home address is considered to be a residential property that is their only or main residence and not an address at which they might sometimes sleep due to domestic or special arrangements. The address must be the pupil's home address as submitted to the Local Authority in accordance with the Co-ordinated Scheme and which is either owned by the applicant's parent, parents or guardian, OR leased to or rented by the applicant's parent, parents or guardian under a lease or written rental agreement. If the parents or guardians live separately from their spouse or partner but share responsibility for the 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 weekdays.
3. **Distance in relation to a block of flats** – 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 applicants 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.
4. **Requests for admission outside of the normal age group** should be made in writing to the Head Teacher as early as possible to allow the Governors sufficient time to make a decision,

in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the girl in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria.

### **In Year Admission 2019-20**

Applicants for admission to the school outside of the usual admission age should apply to the School using the In-Year Common Application Form (IYCAF) available from the School's website and from KCC.

All applicants will be tested by the School to establish suitability for selective education and to ensure that they are capable of keeping pace with peers.

The PAN for the relevant year group will apply. Parents have a statutory right to appeal to an independent panel and appeal information is available on the School's website.

A **waiting list** for each year group will be maintained if required in the order of attainment in the CAT assessment, and re-ranked each time an applicant is added, until 31<sup>st</sup> December 2020.

# APPENDIX 1



## TONBRIDGE GRAMMAR SCHOOL SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

<b>Eligibility:</b> <i>A girl is eligible for Pupil Premium where they have been registered for means tested free school meals (FSM) at any point in the last 6 years. This does not include girls who have only been eligible to receive Universal Free School Meals including 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.</i>			
<b>Evidence required:</b> <i>Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for details of eligibility criteria and therefore the sort of confirmatory documentation required as evidence.</i>			
<b>GIRL'S DETAILS:</b>			
<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>ADDRESS:</b>		<b>POSTCODE:</b>	
<b>CURRENT SCHOOL:</b>			
<b>PARENT/CARER DETAILS:</b>			
<b>TITLE:</b>	<b>FORENAME</b>	<b>SURNAME</b>	<b>RELATIONSHIP TO CHILD</b>
<b>TELEPHONE NUMBER 1:</b>		<b>TELEPHONE NUMBER 2:</b>	
<b>EMAIL ADDRESS:</b>			
<b>DECLARATION</b>			
I confirm the information supplied is true and accurate and I consent to eligibility checks being made.			
<b>SIGNED:</b>		<b>DATE:</b>	

Please complete and return this form along with evidence of eligibility BY 31<sup>ST</sup> OCTOBER to: The Admissions Office, Tonbridge Grammar School, Deakin Leas, Tonbridge, Kent TN9 2JR [admissions@tgs.kent.sch.uk](mailto:admissions@tgs.kent.sch.uk) Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.



## **TONBRIDGE GRAMMAR SCHOOL ADMISSION ARRANGEMENTS**

### **Admission to the Sixth Form September 2019**

Tonbridge Grammar School offers an International Baccalaureate curriculum in the Sixth Form. Places will be offered to students who will typically be enrolled in Year 11 at the time of application and be age 16 at the time of admission.

Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the child in question. Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria.

Applications are open from 1<sup>st</sup> October to 7<sup>th</sup> December annually.

In addition to transferring students from TGS Year 11, applications are welcome from girls or boys currently attending other schools. A minimum of 40 places will be offered annually to external applicants but this may be exceeded where this and the number of transferring TGS girls is less than the maximum capacity of the year group which is 180.

All students joining the Sixth Form must meet the general entry requirements below and the specific entry requirements for the subjects they wish to study. These must combine to fulfil the requirements of the IB for the completion of a full Diploma Programme. Details are available from the School's website [www.tgs.kent.sch.uk](http://www.tgs.kent.sch.uk) along with course and other Admissions information. Gaining a place in the Sixth Form does not guarantee that a particular range of courses may be followed.

All Sixth Form courses last for two years and applicants are expected to commit themselves to completing the IB Diploma Programme.

Every applicant will be invited to an information and guidance meeting to review the suitability of their course choice selection. The meeting will not form part of offer-making decisions.

### **Entry requirements**

All applicants should have GCSE Grade 6 or above (or its equivalent) in English, Mathematics, at least one Science and one language where studied.

Where equivalence cannot be established the School will set appropriate I/GCSE papers to confirm that the applicant is capable of satisfying the academic profile required for the subjects to be studied and the IB Diploma Programme as a whole.

Applicants whose Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names the School, and who have met the general entry requirements above, will be admitted. The number of other available places will be reduced accordingly.

- A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **Oversubscription Criteria**

Following the transfer of TGS Year 11 students who have met the general entry requirements above, in the event of oversubscription applicants will be admitted in the following order:

- 1 **Looked After Children** who have met the general entry requirements above will be given priority over all other applicants.
  - 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. This includes previously looked after children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) or adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order or special guardianship order.
- 2 **Sibling** association (note 1).
- 3 **Proximity** - Offer-holding external applicants in order of proximity of the student's home address to the School (Notes 2-4).
- 4 Applicants whose predicted grades did not justify an offer but who went on to achieve qualifying grades.
- 5 Applicants making a new application to the School after 1<sup>st</sup> June 2019 including post GCSE results.
- 6 In the event of the above not determining a place, a random selection will determine the place by drawing lots.

A waiting list of qualified applicants will be maintained in the order of the oversubscription criteria, and re-ranked each time an applicant is added, until 31<sup>st</sup> December 2018.

### **Notes:**

1. **Sibling association** – applicants living in the same house as siblings, including natural siblings, adopted siblings, stepsiblings and foster siblings of a student who is on roll at the School at the time of application.
2. **Proximity** – the School uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority: KCC uses 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 data. 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.

3. **Home** - a pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which the child might sometimes sleep due to domestic or special arrangements. The address must be the pupil's home address as submitted to the Local Authority in accordance with the Co-ordinated Scheme and which is either owned by the children'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. If the parents or guardians live separately from their spouse or partner but share responsibility for the 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 weekdays.
4. **Distance in relation to a block of flats** – 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.

Parents and applicants have a statutory right of appeal, both in the event that a conditional offer is not made and in the event that a conditional offer is not confirmed. All appeals should be lodged as soon as possible and not after 20 school days have passed from the date of the refusal letter. Appeals lodged under both circumstances will be heard within 30 school days of the GCSE results. Details are available from the School website.

In the event that an offer is not made to an applicant who is not waiting for GCSE results, appeals should be lodged as soon as possible and not after 20 school days have passed from the date of the refusal letter. Appeals lodged in this circumstance will be heard within 40 school days of the appeal being lodged. Details are available from the School website.

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

1. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When an applicant has failed to notify the School of relevant changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application.