

# Admissions policy

## Dane Court Grammar School



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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Pupil Premium:** 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 oversubscription criteria.

## 4. How to apply

For applications to year 7 in the normal admissions round you should use the application form provided by Kent County Council. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will also need to fill in a Supplementary Information Form if you wish your child to be considered under the oversubscription criteria *C - Students in Receipt of Free School Meals*, see part 6.3 of this policy. You can find the supplementary information form below in appendix 1. It is also available on our [website](#).

You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

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 or early admission to their secondary phase of education.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).

Requests for admissions outside of the child's normal age group will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 165 pupils for entry in year 7.

### 6.2 Selection and banding

Dane Court Grammar School will admit students:

- To Year 7, having been successful in the Kent Test.
- To Years 8-11 if there is a vacant place, having been successful in a school-administered Cognitive Ability Test.
- For Year 12 entry, priority will be given to existing Dane Court Grammar School students transferring from Year 11 who meet the entrance criteria.

To Year 12, if there is a vacant place, IBDP applicants must obtain eight GCSE passes at grade 5 or above, including English, mathematics and a modern foreign language. Six of these passes must be at grade 6 or above. IBCP applicants must obtain at least five GCSEs at grade 5 or above (including English and Mathematics at grade 4 or above), with three of these passes at grade 6 or above.

- To Year 13 if there is a vacant place and the specification studied in Year 12 is consistent with the school's Year 13 provision.

### 6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated. As a result of this, the published admissions number will be reduced accordingly.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

- Children in Local Authority Care or Previously in Local Authority Care:** a 'looked after child' (LAC) or a child who was previously looked (PLAC) after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. This includes children

who have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC). 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).

- b) **Medical/health and special access reasons:** this will be applied in accordance with the school's legal obligations in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend Dane Court Grammar 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 Dane Court Grammar School. Medical/health and special access reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between these needs and Dane Court Grammar School.
- c) **Students in receipt of Pupil Premium:** 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. Parents wishing to apply under this criterion must ensure they have completed a Supplementary Information Form (SIF). 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 the 31st 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.
- d) **Children with a sibling, currently on roll who will be in school at the time of entry:** in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- e) **On the basis of distance/nearness of the children's home to the school, with those living nearer to the school receiving priority.** 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.

Where the number of eligible applicants exceeds the number of places available, unsuccessful applicants can be put on a waiting list. This waiting list will be ranked in accordance with the school's published oversubscription criteria. The school's waiting list will be re-ranked, according to the published oversubscription criteria, every time a child's name is added. The waiting list will be maintained until 31st December of the admission year.

Students will be admitted to the Sixth Form if their preferences match the course available, if their qualifications are sufficient to meet the entry requirements and if there is a space after the needs of students continuing on roll have been met. Students at Dane Court transferring from Year 11 will have priority for places on courses available in Year 12. The minimum published admission number (PAN) for new students in the Sixth Form is 30.

Where learners have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

In the case of over subscription the following criteria will apply in the order laid out below:

- a) **Students who are presently or were previously in Local Authority Care** (see definition for 2a)

- b) **Students with medical/health and special access reasons** (see definition for 2b)
- c) **Students in receipt of Pupil Premium:** 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. (see definition for 2c)
- d) **Students with a sibling, currently on roll who will be in school at the time of entry** (see definition for 2d)
- e) **On the basis of distance/nearness of the student's home to the school, with those living nearer the school, as the crow flies, receiving priority.** (see definition for 2d)

**These criteria will only come into play if the school is oversubscribed in the relevant year group.**

## **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants in a fair and clear manner. This process will be independently verified

## **6.6 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## **6.7 Fair Access Protocol**

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

If the student has been successful in the Kent Test or a school-administered Cognitive Ability Test and if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Your child's name will be kept on the waiting list until the end of the academic year.

If the student has not taken the Kent Test or a school administered Cognitive Ability Test their admission will be refused on the grounds of selection. If you would like your child to take the Cognitive Ability Test please contact the admissions officer to arrange this.

Applications for in-year admissions should use the Kent County Council In-Year Admissions forms and should be sent to the following address:

[admin@danecourt.kent.sch.uk](mailto:admin@danecourt.kent.sch.uk)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admin@danecourt.kent.sch.uk](mailto:admin@danecourt.kent.sch.uk)

You can find details of the school's appeals timetable on the following webpage:

<http://danecourt.kent.sch.uk/parents8/applying-for-years-7-11>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Dane Court and King Ethelbert Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.



## **Appendix 1: Admissions Supplementary Information Form**

This form should accompany a valid application to allow the school to verify your child's eligibility for Free School Meals (FSM) within the last 6 years. 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 at Dane Court Grammar School.

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 oversubscription criteria.

Evidence Required: Please see <https://www.gov.uk/apply-free-school-meals> for details of eligibility criteria and what evidence is required.

This form must be sent directly to the school by 31st October 2024, either by post or via email to [admin@danecourt.kent.sch.uk](mailto:admin@danecourt.kent.sch.uk)

### **Student Information**

Forename(s): ..... Surname:.....

Date of Birth: ..... Parent/Carer Name: .....

Permanent Home Address:.....  
.....

Telephone: ..... Email: .....

### **Pupil Premium**

Dates that your child was registered for free school meals: .....

Your child'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.

Evidence of Free School Meal Entitlement must be submitted with this form.

### **Parent/Carer Signature**

Signature:..... Date: .....

