

**SIR ROGER MANWOOD'S SCHOOL**  
**DRAFT ADMISSION ARRANGEMENTS FOR 2018-19**

Sir Roger Manwood's School is a selective, mixed, five form entry, 11 to 18 school. There is also a boarding element to the school – 23 girls can be accommodated in the girls' boarding house (Manwood Lodge) and 33 in the boys' boarding house (Manwood Grange).

**Admission of children outside their normal age group**

As required under the Admission Code December 2014 the process for admission outside a child's normal age group must now be included in these arrangements.

We do not routinely admit outside a child's normal age group, however we will always consider any request for, and may offer without request where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request should be made in writing at the time of the admission application, and should include the parental/carer reasons, and any information available from the child's current school, including any supportive letter or documents. If necessary to help make an informed decision, the Admissions Officer may contact the child's current school to request their view.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account 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.

# Entry to Year 7 in September 2018

Entry for Sir Roger Manwood's School at the age of 11 is through the Kent 11+ assessment procedure.

The school's Published Admissions Number for Year 7 is 150.

Of the 150 places on offer, eight are allocated to boarders. In the event that not all of the eight boarding places are taken up, the vacant places will be allocated to day pupils.

## Age of applicant

Applications for entry to Sir Roger Manwood's School in September 2018 will normally be from parents of children born between 1 September 2006 and 31 August 2007 inclusive.

If the application is made at the same time as the normal admission round for Year 7 then the actual process is administered by Kent County Council. However, we will be asked whether we would accept an out of normal age admission. We will provide the decision in time, unless the parental request is made too late for this to be possible, to ensure that the applicant is included as part of the main admissions round and treated in the same way as all other children in the normal age group for that year.

It should be noted that children can only sit any part of the Kent 11+ assessment procedures once and will not be eligible to sit the tests again.

## Boarding Places

There are eight boarding places available in Year 7.

Boarding places can only be given to those children who are eligible for a day school place at a state school i.e. those with a UK or EU passport, or someone with a non UK or EU passport but who has the right of residence in the UK.

The following children are not entitled to a state education, and hence are not eligible for a boarding place:

- children who hold a British National (Overseas) passport
- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study
- children from non-EEA countries who have permission to study in the UK but who are not living with their family in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school

Applicants and their parents applying for a boarding place will be expected to attend an interview (which would be via Skype for those overseas) in order for the school to assess whether they would be able to cope with, and benefit from, a boarding environment. Health and safety issues associated with admitting individuals to boarding as part of the due diligence process will also be considered. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school or Local Authority that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

## Process

Applicants for a boarding place must complete a Sir Roger Manwood's School Boarding Registration Form. See Appendix 1.

- Applicants must also complete the Common Application Form (CAF) for their home Local Authority, indicating Sir Roger Manwood's School as a preference.
- A letter should be written by the applicant's parents to the Admissions Office at Sir Roger Manwood's School informing the School that it has been named on the Common Application Form.

- Where an applicant sits the selection test depends on where their school is located. If the applicant is a UK resident then they must sit the 11+ test arranged by Kent County Council for applicants to grammar schools. Non-UK based applicants, other than children of Crown Servants, must sit the School's own selection tests.
- Qualification for a boarding place is achieved by success in the selection test and the standard required is the same as for a day place.
- The School will send written offers of boarding places to the eligible applicants.
- If more than eight applications are received then the Oversubscription Criteria For Boarding Places (see below) will come into operation.
- To secure an offered place, the School must receive written confirmation of the acceptance of the offer together with a deposit (refundable at the end of a boarder's time at the School, less any outstanding amounts due to the School) by the penultimate Friday of Sir Roger Manwood's School's Autumn Term in the year of application. If the confirmation letter **and** deposit are not received by this date then the offer of a boarding place will be withdrawn and the place offered to another eligible applicant.

## **Oversubscription Criteria for Boarding Places**

Where eligible boarding applications exceed the number of places available, places will be allocated in accordance with the following criteria and in the following order of priority:

1. Boys or girls that are a Child in Care or who have been a Child in Care (CiC), where there is an agreement between a designated officer acting on behalf of the Local Authority as corporate parent and Sir Roger Manwood's School that a boarding place will more appropriately meet the child's needs.
2. Boys or girls of members of the UK Armed Forces who qualify for MoD financial assistance with the cost of boarding fees.
3. Siblings of pupils who are boarders at the School at the time of allocation and will be on the roll of the school at the time of the proposed admission. In this context, sibling means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters.
4. Boys or girls with a boarding need. Boys or girls with a boarding need include either:
  - those at risk or with an unstable home environment
  - those whose parents are members of the UK Armed Forces, Crown Servants or other key workers (e.g. charity workers, voluntary service organisations, diplomatic service or the EU, teachers, law enforcements officers and medical staff) whose work dictates that they spend much of the year overseas.
5. If the above criteria still leave some boarders not ranked then they will be selected on the basis of random selection, and the selection will be witnessed by a member of the Senior Leadership Team (normally the Headteacher) and one Governor.

A waiting list will be established of eligible children who have not been offered a place. Places from the waiting list will be offered according to the oversubscription criteria shown above.

A child withdrawn from boarding will be treated as having been withdrawn from the school and their name will be removed from the school roll (i.e. if given a boarding place at the school it is not possible to relinquish that boarding place to become a day school pupil). In such circumstances, parents would have to reapply for a day school place and as the school would almost certainly be over its Planned Admission Number for the year group (150) then the application would have to be refused. Parents would then have the right to appeal against that decision to an independent appeals panel.

## **Day School Places**

In the academic school year when they reach the age of 11, students have the opportunity to take the Kent age 11 assessment procedure, which is a selection test that is taken in the primary school as part of the

county selection procedure. This procedure helps you to decide which secondary school would be most appropriate for your child.

Before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this, the published admission number will be reduced accordingly. If the number of preferences for the school from eligible applicants is more than the number of places available, places will be allocated in the following priority order:

1. Boys or girls that are a Child in Care or who have been a Child in Care (CiC) – 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 applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 of 14A of the Children Act 1989).
2. Sibling on roll at the time of entry – in this context sibling means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters
3. Children in receipt of Pupil Premium who live within a CT3, CT11, CT12, CT13, CT14, CT15 or CT16 postcode **and** who live within a radius of 8.5 miles from Sir Roger Manwood's School. The distance between the child's permanent home address and the school is measured as 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

The postcodes and distance used in this criteria were decided by reference to where pupils offered a place on National Offer Day (1 March) live since the school moved to five forms of entry i.e. the area covered is that which current students reside in.

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 prioritized in the relevant criteria above. The Pupil Premium category also includes those in receipt of the Service Premium. This is for children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Parents wishing to apply under this Pupil Premium criterion must ensure they complete the school's Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must **also** complete an online or paper Secondary Common Application Form application to KCC naming the school, otherwise their child cannot be considered for a place.

4. Children of staff at the school where a member of staff has been employed at the school for two or more years at the time at which the application for admission was made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Nearness of a child's home to school

This distance, between the child's permanent home address and the school, is measured as 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. The school

uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

Those living nearest are accorded the highest priority.

A random selection will be applied in the event of more than one applicant having the same distance from home to school.

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.

A child's home address is considered to be a residential property that is the child's only main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian, or leased or rented to them under a lease or written rental agreement. Where partners live apart 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 week days.

6. In the event that two or more children 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.

In the case of over-subscription, after all places have been offered following the above criteria, a waiting list will be kept at least until the first day of the Spring Term in the admission year in case some students prove unable to take up the places offered. Eligible students will be placed on a waiting list in oversubscription criteria order, according to the over-subscription criteria. Late applications will be accepted and processed in accordance with the scheme published in the LA's admission booklets

## **Appeals**

Parents of Year 7 applicants who are not offered a place will be notified of the appeals process by their Local Authority on National Offer Day in March.

## Entry to Year 8 and above between September 2018 and July 2019

Candidates requiring day admission at the age of 12 or later must sit selection tests set by the school in English and Mathematics. The result of the selection test will indicate if the applicant is of the required standard for entry to the appropriate year group or not. If the selection test indicates that an applicant is of the required standard and the School is not up to its Planned Admission Number in the year group being applied for, the applicant will be offered a place.

If the selection test indicates that an applicant is of the required standard but the School is up to its Planned Admission Number in the appropriate year group then the School cannot offer a place to the applicant. Parents can request that their child be placed on the waiting list for that year group. If there is more than one applicant deemed to be of the required standard for any particular year group then the applicants will be placed in rank order according to the following criteria:

1. Boys or girls that are a Child in Care or who have been a Child in Care (CiC) – a CiC 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 applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 of 14A of the Children Act 1989).
2. Sibling on roll at the time of entry – in this context sibling means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters
3. Children in receipt of Pupil Premium who live within a CT3, CT11, CT12, CT13, CT14, CT15 or CT16 postcode **and** who live within a radius of 8.5 miles from Sir Roger Manwood's School. The distance between the child's permanent home address and the school is measured as 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

The postcodes and distance used in this criteria were decided by reference to where pupils offered a place on National Offer Day (1 March) live since the school moved to five forms of entry i.e. the area covered is that which current students reside in.

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 prioritized in the relevant criteria above. The Pupil Premium category also includes those in receipt of the Service Premium. This is for children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Parents wishing to apply under this criterion must ensure they complete the school's Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must

**also** complete an online or paper Secondary Common Application Form application to KCC naming the school, otherwise their child cannot be considered for a place.

4. Children of staff at the school where a member of staff has been employed at the school for two or more years at the time at which the application for admission was made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Nearness of a child's home to school

This distance, between the child's permanent home address and the school, is measured as 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

Those living nearest are accorded the highest priority.

A random selection will be applied in the event of more than one applicant having the same distance from home to school.

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.

A child's home address is considered to be a residential property that is the child's only main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian, or leased or rented to them under a lease or written rental agreement. Where partners live apart 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 week days.

6. In the event that two or more children 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.

## **Boarding**

Applicants and their parents applying for a boarding place will be expected to attend an interview (which would be via Skype for those overseas) in order for the school to assess whether they would be able to cope with, and benefit from, a boarding environment. Health and safety issues associated with admitting individuals to boarding as part of the due diligence process will also be considered. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school or Local Authority that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

## **Appeals**

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Clerk to the Governors, care of the school.

# Entry to Year 12 in September 2018

The Published Admission Number for external candidates is 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 the overall total figure for the year group, which is 160. Priority will be given to existing pupils transferring from Sir Roger Manwood's Year 11.

## UK Based Applicants or Applicants Taking GCSE Examinations

In order to join Year 12 at Sir Roger Manwood's School, UK applicants must gain at least six GCSE examination passes at grade 4 or above, which must include at least a Grade 4 in English Language OR English Literature, and a Grade 4 in Mathematics.

*In addition to the above*, a candidate will need at least a grade 5 in the subjects intending to be studied, other than in the few subjects for which they are different criteria:

- For English Literature and associated A-Level subjects - a minimum grade 5 in either English Literature or English Language is required.
- For Mathematics - a minimum grade 7 in Mathematics GCSE is required
- For Double Mathematics (Mathematics in Year 12 and Further Mathematics in Year 13) - a minimum grade 8 in Mathematics GCSE is required
- If an applicant is applying for Biology, Chemistry or Physics having done Core Science and Additional Science at GCSE rather than three separate sciences or Triple Science (which is Core, Additional and Further Science) then grade 7's must be achieved in both the Core Science and Additional Science GCSEs

Where a student is choosing a subject which they did not study at GCSE they must show evidence of academic strength at GCSE in related disciplines.

The application of both internal and external applicants will be judged using predicted grades awarded by their current schools. SRMS will collect predicted grades from the schools of external applicants on application. All applicants whose predicted grades mark them out as being of the required academic standard will be invited into school (if UK based) to have a discussion with a member of the school's senior leadership about their future university and career plans, and to confirm their final option choices.

## Overseas Applicants

If an overseas applicant for a Sixth Form is studying for GCSEs or iGCSEs then they will be treated in the same way as UK based applicants. In cases where an overseas applicant is not studying for GCSEs or iGCSEs then the applicant will be required to sit the School's own tests in the subjects being applied for.

The School will accept a score of at least 7 in the International English Language Testing Scheme (IELTS) examination or at least a grade C (or equivalent) in the iGCSE English As A Second Language in place of a GCSE or iGCSE in English Language. It should be noted however that this does not apply for overseas applicants wishing to study for English Literature A Level - entry to that course must be via a grade B in English Literature iGCSE or grade 5 or above in English Literature GCSE.

## Offers

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 3 or 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results by the candidate in August post GCSE results day.

Where learners have achieved better results than their 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.

## **Applications**

Applications from external applicants in state schools should be made via Kentchoices4u. External applicants from independent schools should complete the school's own Sixth Form Application Form, which can be downloaded from the school website.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

There will be no waiting list for Sixth Form places as more conditional offers will be made than there are places available.

## **Boarding**

Applicants and their parents applying for a boarding place will be expected to attend an interview (which would be via Skype for those overseas) in order for the school to assess whether they would be able to cope with, and benefit from, a boarding environment. Health and safety issues associated with admitting individuals to boarding as part of the due diligence process will also be considered. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school or Local Authority that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

## **Appeals**

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Clerk to the Governors, care of the school.



## Supplementary Form For Pupil Premium Information

**To qualify for Pupil Premium you have to be eligible under one of the following criteria:**

### 3.1 Ever6 FSM

The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.

### 3.2 Children adopted from care or who have left care

The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who have local authority care on special guardianship order or child arrangements order (previously known as a residence order).

- **Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.**
- **Please remember to also fill in a secondary Common Application Form either on line via [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by paper SCAF and return to Kent County Council.**

### CHILDS DETAILS

Forename	Surname	Date of Birth
Address (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable)		Post code

CURRENT SCHOOL	LA	DFE	
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### PARENT/CARER DETAILS

Title	Forename	Surname	Relationship to child
Telephone numbers	1	2	
Email Address			
Print name		Signature	

**Please return to – Sir Roger Manwood's School, Manwood Road, Sandwich, Kent CT13 9JX BY 31<sup>st</sup> OCTOBER**

# Sir Roger Manwood's School

## Application For A Boarding Place



Please complete and return to: Mrs J Baddeley, Admissions, Sir Roger Manwood's School, Sandwich, Kent, CT13 9JX (email: [admissions@srms.kent.sch.uk](mailto:admissions@srms.kent.sch.uk)). **Please include a copy of your child's passport and most recent school report. We cannot consider an application without this information.**

Child's Full Name: _____	Male / Female ( <i>please circle</i> )
Proof of eligibility for state school boarding UK/EC/EAA passport: Yes/No (please attach a copy to this form)	Date of Birth: _____
Home Address:  _____	
Telephone Number: _____	<b>Date Entry is Required:</b>  _____
Email Address: _____	<b>Entry Year Group:</b> <b>7, 8, 9, 10, (please circle)</b>
Name and Address of School Child is presently attending:  _____	
Headteacher's Name: _____	
Headteacher's Email Address: _____	
Has your child been included in any Kent 11+ assessment procedure for transfer to secondary education:	YES / NO <i>(please circle)</i>
Is your child's current Headteacher willing to administer tests on our behalf?	YES / NO <i>(please circle)</i>
Has your child any Special Education Needs.	YES / NO <i>(please circle)</i>
If YES – please give details: _____ _____	
Parent/Guardian Name: _____	
Parent/Guardian Signature: _____ Date of Application: _____	