

Dover Grammar School for Boys

Policy for Admission of Pupils September 2024

Only pupils who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to the School.

Eligibility for consideration

These arrangements require that, in order to be eligible for consideration for admission to the School at age 11, would-be pupils must either

- (a) attain satisfactory scoring across tests taken at Dover Grammar School for Boys. The tests used will be Verbal and Non-Verbal Reasoning Tests and tests set to address the National Curriculum Key Stage 2 targets in English and Mathematics. The minimum scoring for entry will be that which will reasonably predict that at the end of Year 11 the candidate will attain qualifications sufficient to embark on Sixth Form studies at the School, given the curriculum through the School with its particular spread of subjects, time allocation to them and style of delivery. It is anticipated that this level will correspond approximately with that which would be attained or exceeded by 25% of the age group nationally
or
- (b) be selected for grammar school education by the Kent Age 11 assessment.

Arrangements for the Dover Test

Arrangements to take the Dover Test will be announced in the local press, at appropriate school events in Terms 5 and 6 and on the School's website (dgsb.co.uk). Information is also sent annually to all local primary schools. Application to take the test should be made on the School's online application form which is available from the school on their website under the admissions section and should be returned to the school. If a paper copy of the form is required, please notify the school.

The Dover Test will, whenever possible and practicable, take place on the Saturday immediately following the Kent Test. This is both to allow the School to comply with the local authority's timescales for secondary admissions and also to minimise the period during which children of Year 6 age will be sitting tests.

Should a child be unable to access the Dover Test due to religious observance or because the child has been certified by a GP to have been unwell on the day of the Dover Test, the School will arrange within the shortest possible time frame an alternative date for such children to be able to access the Dover Test. It is the responsibility of the parent or carer both to inform the school as soon as possible if either of the above criteria apply to their child, and to provide appropriate supporting documentation when requested to do so.

Numbers

The maximum number of intended admissions for the year commencing 1st September 2024 will be 150 at age 11.

Before the application of oversubscription criteria, children with a statement of special educational needs (SSEN) or an Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Over-subscription

If the number of preferences for the School is more than the number of places available, places will be allocated to eligible boys in the following priority order:

1. **Children in Local Authority Care, Internationally Adopted Children and Children Previously in State Care Outside of England** – looked after children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹ A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with his parents/ carers (Section 22 of the Children Act 1989) or who is 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 became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989); a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A 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); children who appear to Kent County Council to have been in state care outside of England and ceased to be in state care as a result of being adopted.² Parents or carers wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents/carers 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.

2. **Children 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. 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/carers wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents/carers 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.

3. **Current Family Association** - a brother or sister already attending the 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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

4. **Health and Special Access Reasons** - Medical/Health and Special Access Reasons 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 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 mean that 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 the particular school.

5. **Children of Staff at DGSB:** A child of a member of staff may be given priority for admission in the following circumstances: where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. **Nearness of a child's permanent home to the School.** We use the distance between the child's permanent address and the School, measured in a straight line using the National land and Property Gazetteer (NLPG) Address Point data. In instances where there is shared parental responsibility for the child, the nearer of the two homes will be used. Distances are measured as a straight line from a point defined as within the child's home to a point defined as within the school as specified within NLPG. The same address point on the School site is used for everybody. This will also serve as a tiebreaker in the event of a tie for the last place.

¹ A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

In recent years, all eligible pupils for whom Dover Grammar School for Boys is their preferred choice of school have been offered a place at the School. However, in the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process, if required, will be overseen by an independent adjudicator.

Waiting Lists

In line with the re-allocation process as determined by the co-ordinated Admissions Scheme, eligible students who have requested a place at Dover Grammar School for Boys will be assigned to a waiting list.

The waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Admission outside of the normal age group

There is no legal barrier to children being admitted outside of their normal age group. Requests for such admission should be made to the Headteacher as early as possible in the admissions round associated with their child's date of birth.

Parents and carers are not expected to provide evidence to support their request to defer an application, but where provided it must be specific to the child in question, and failure to provide it may impede the school's ability to agree to deferral. Parents and carers are required to complete an application for the normal point of entry at the same time, in case the request for deferred entry is declined.

Admission to other age groups up to Year 11

Applicants of other ages will be tested to ascertain their ability in comparison to pupils already at the School in the appropriate cohort. If they are of at least the same standard & there are spare places available, they will be admitted.

As a grammar school, we will notify a parent or carer in writing within 15 school days of their in-year application of either the date for the assessment of ability or the reason for refusal with information about the right of appeal (where the admission authority chooses not to assess the child's ability because admitting an additional child would prejudice the provision of efficient education or efficient use of resources).

A link to the in-year admissions form can be found here: https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf

Admission to the Sixth Form

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants satisfying the following criteria:

- students will have achieved at least GCSE grade 4 in both English (either Language or Literature) and Maths;
- students will have met the entry criteria for at least 3 full A Level subjects.

Each A Level subject offered in our Sixth Form has its own entry criteria which are published on our website, www.dgsb.co.uk, together with further information about courses of study. Parents/carers have a statutory right of appeal, should an application for a place be refused, which they may exercise by writing to the Clerk to the Governors, care of the School's address.

Students wishing to transfer from other schools into the Sixth Form may make application. Pupils at Dover Grammar School for Boys transferring from Year 11 will have priority for places on courses available in Year 12. **The total number of places in Year 12 is 130.** The PAN for external candidates is set at 10 but this figure is likely to be exceeded in the very probable event that fewer than 120 internal pupils transfer into Year 12. Where external applications for admission into the Sixth form exceed the number of places available, the over-subscription criteria above will be applied to eligible students.

General

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

- Where a parent/carers has failed to respond to an offer within a reasonable time; or
- Where a parent/carers has failed to notify the School of important changes to the application information; or
- Where the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/carers

The School will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals against non-admission which will include an independent element. Details of admissions and appeals arrangements will be published each year.

A map of the location of the School can be found on our website www.dgsb.co.uk

Supplementary Information Form (SIF) for 2024/25 Admissions Children Previously in Care Outside of England

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Dover Grammar School for Boys, these are available directly from KCC or online at www.kent.gov/ola.

This form is to support an application for children previously in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

The following sections should be completed and returned with documentary evidence to the School by 31 October 2023, to notify us that you are applying for a Child Previously in State Care Outside of England place. This should be sent to Mrs T Cook, Office and Admissions Manager, Dover Grammar School for Boys, Astor Avenue, Dover, Kent, CT17 0DQ.

Personal Details:

| | |
|---|---|
| Current legal surname of child | |
| Any previous name(s) by which the child was known | |
| Child's Forename | |
| Year Group for which you are applying | |
| Permanent Home Address: | |
| Parent(s) / Carer(s) | |
| Telephone | |
| Email | |
| Date of Adoption | |
| Name of country and local authority where the child was in state care | |
| Evidence of eligibility; please list documentary evidence provided to support this application (eg birth certificate, adoption certificate etc) | |
| Declaration | I confirm the information supplied is true and accurate and I consent to checks being made. |
| Parent(s) / Carer(s) Signature | |
| Date | |

Supplementary Information Form (SIF) for 2024/25 Admissions Pupil Premium Notification

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Dover Grammar School for Boys, these are available directly from KCC or online at www.kent.gov/ola.

The following sections should be completed and returned to the School by 31 October 2023 to notify us that you are applying for a Pupil Premium place. This should be sent to Mrs T Cook, Office and Admissions Manager, Dover Grammar School for Boys, Astor Avenue, Dover, Kent, CT17 0DQ.

Personal Details:

| | |
|-------------------------|--|
| Child's Surname: | |
| Child's Forename: | |
| Child's Date of Birth: | |
| Permanent Home Address: | |
| Telephone: | |
| Email: | |
| Parent/Carer: | |

Other Details:

| | |
|-----------------------------------|--|
| Child in receipt of Pupil Premium | Yes / No |
| Evidence of eligibility: | Please see https://www.gov.uk/apply-free-school-meals for full details of the eligibility criteria you will need to provide evidence. Please provide copies of all evidence required with this form. |
| Declaration: | I confirm the information supplied is true and accurate and I consent to checks being made. |
| Parent/Carer Signature: | |
| Date: | |

Pupil Premium Eligibility Criteria:

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 criteria.

Supplementary Information Form (SIF) for 2024/25 Admissions Children in Local Authority Care

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Dover Grammar School for Boys, these are available directly from KCC or online at www.kent.gov/ola.

This form is to support an application for children in local authority care.

The following sections should be completed and returned with documentary evidence to the School by 31 October 2023, to notify us that you are applying for a Child Previously in State Care Outside of England place. This should be sent to Mrs T Cook, Office and Admissions Manager, Dover Grammar School for Boys, Astor Avenue, Dover, Kent, CT17 0DQ.

Personal Details:

| | |
|---|---|
| Current legal surname of child | |
| Any previous name(s) by which the child was known | |
| Child's Forename | |
| Year Group for which you are applying | |
| Permanent Home Address: | |
| Parent(s) / Carer(s) | |
| Telephone | |
| Email | |
| Date of Adoption | |
| Name of country and local authority where the child was in state care | |
| Evidence of eligibility; please list documentary evidence provided to support this application (eg birth certificate, adoption certificate etc) | |
| Declaration | I confirm the information supplied is true and accurate and I consent to checks being made. |
| Parent(s) / Carer(s) Signature | |
| Date | |

Supplementary Information Form (SIF) for 2024/25 Admissions Internationally Adopted Children

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Dover Grammar School for Boys, these are available directly from KCC or online at www.kent.gov/ola.

This form is to support an application for internationally adopted children.

The following sections should be completed and returned with documentary evidence to the School by 31 October 2023, to notify us that you are applying for a Child Previously in State Care Outside of England place. This should be sent to Mrs T Cook, Office and Admissions Manager, Dover Grammar School for Boys, Astor Avenue, Dover, Kent, CT17 0DQ.

Personal Details:

| | |
|---|---|
| Current legal surname of child | |
| Any previous name(s) by which the child was known | |
| Child's Forename | |
| Year Group for which you are applying | |
| Permanent Home Address: | |
| Parent(s) / Carer(s) | |
| Telephone | |
| Email | |
| Date of Adoption | |
| Name of country and local authority where the child was in state care | |
| Evidence of eligibility; please list documentary evidence provided to support this application (eg birth certificate, adoption certificate etc) | |
| Declaration | I confirm the information supplied is true and accurate and I consent to checks being made. |
| Parent(s) / Carer(s) Signature | |
| Date | |