



## DARTFORD GRAMMAR SCHOOL ADMISSIONS PROCEDURE FOR 2025 ENTRY

The school's Published Admissions Number (PAN) is 180. The school will admit **180** boys in **September 2025** using the **Kent Procedure for Entrance to Secondary Education (PESE) Age 11 Assessment Process**. Applicants should be age 11 as of Sept. 1<sup>st</sup> 2025. [NB: Birthday range for entry: 1.9.2013 – 31.8.2014].

### A. BASIC INFORMATION.

All applicants complete their **Local Authority (LA) Secondary Common Application Form (SCAF)** which is returned to their LA. On the SCAF all schools applied to are listed in order of preference. This order is used by the LA when allocating applicants to schools. Further information on admissions can be found in the booklet on admissions to secondary school which is published by Kent County Council (KCC).

Dartford Grammar School	Address: West Hill, Dartford, Kent, DA1 2HW Tel: 01322 223039 E-Mail: <a href="mailto:admissions@dartfordgrammarschool.org.uk">admissions@dartfordgrammarschool.org.uk</a> Web-site: <a href="http://www.dartfordgrammarschool.org.uk">www.dartfordgrammarschool.org.uk</a>
Kent Admissions Office	Address: Invicta House, County Hall, Maidstone, Kent, ME14 1XX Tel: 03000 412121 E-Mail: <a href="mailto:kent.admissions@kent.gov.uk">kent.admissions@kent.gov.uk</a>

### B. ASSESSMENT PROCESS

Applicants must reach the required standard in the Kent PESE process. This includes tests in Mathematics, English and Reasoning (Verbal, Spatial & Non-Verbal). The tests are marked and the scores age standardised. Applicants also complete a piece of writing under test conditions. This is not marked, but may be considered during the Head Teacher Assessment stage of the process. **Only applicants who gain the 'grammar' classification by this process are eligible to be considered for a place at the school.**

For applicants with an Education, Health and Care Plan, the home Local Authority assesses whether the school is suitable. This is usually done through the testing process explained above. If special testing arrangements are required (e.g., for a visual impairment), requests should be made to the Kent Admissions Office. Before the application of over-subscription criteria, children with an Education, Health and Care Plan which names the school and who have been assessed as suitable for a grammar school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### C: OVER-SUBSCRIPTION CRITERIA

In the case of over-subscription, places are allocated in the order set out below. Within each section below, students are ranked according to the applicant's total test score in the Kent Test. Please note that in the case of tied scores\*, preference is given to the applicant living nearest to the school.

#### CATEGORY 1 – Priority Area (130 places)

Boys with a selective assessment through the Kent PESE 11+ test whose primary residence\*\* is within the Dartford Electoral Wards **which pay council tax to Dartford Borough Council** and/or live in one of the named parishes listed below. Please also see map provided in Appendix A. Applicants will be ranked according to score within each of the criteria below, with distance being used in the case of tied scores\*.

Ash-cum-Ridley	Bean	Crockenhill
Darenth	Eynsford	Farningham
Fawkham	Hartley	Hextable
Horton Kirby and South Darenth	Longfield and New Barn	Southfleet
Stone	Sutton-at-Hone and Hawley	Swanley
Swanscombe and Greenhithe	West Kingsdown	Wilmington

Boys will be considered according to the following:

- 1. Children in Local Authority Care or Previously in Local Authority Care** – 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).
- 2. Pupil Premium** – up to 13 places are reserved for students who are currently eligible for receipt of the Pupil Premium\*\*\* with a Kent test score of at least 20 points higher than the Kent Test threshold score. In the event that 13 places are not offered, the remaining places will be offered under criterion 3 below.
- 3. Score** – an eligible boy's ability as indicated by his total score of at least 40 points higher than the Kent Test threshold score.

The school is 'full' within Category 1 – Priority Area when it has taken its quota of 130 pupils, or when there are no more candidates who have passed the tests with the required total score or above and have named the school as a preference. Any places left unfilled are added to the number of places available in Category 2 – All Applicants Regardless of Address.

#### **CATEGORY 2 – All Applicants Regardless of Address (50 places)**

Boys with a selective assessment through the Kent PESE 11+ Test ranked according to score within each of the criteria below with distance being used in the case of tied scores\*.

- 1. Children in Local Authority Care or Previously in Local Authority Care** – 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).
- 2. Pupil Premium** – up to 5 places are reserved for students who are currently eligible for receipt of the Pupil Premium\*\*\* with a Kent test score of at least 20 points above the Kent Test threshold score. In the event that 5 places are not offered, the remaining places will be offered under criterion 3 below.
- 3. Score** - all remaining eligible boys.

Please note that all students applying to Dartford Grammar School including those in Category 1 – Priority Area will be ranked in this category for the purposes of allocation.

The school is 'full' within this category when it has taken its quota of 50 pupils or when there are no more candidates who have passed the tests and have named the school as a preference.

\*In the case of tied scores, 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.

**\*\* Primary Residence** – A pupil's primary residence 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 stay or sleep due to the parent's or guardian's own domestic or special arrangements. The address must be the pupil's home address on the day the parent or guardian completed the application form, which is EITHER owned by the child'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 you live separately from your partner but share responsibility for your 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.) You may be asked for evidence of the arrangements.

**\*\*\*** A student is eligible for Pupil Premium where he has been registered for Free School Meals (FSM) at any point in the last 6 years. This does not include children who have been eligible to receive Universal Infant Free School Meals. Parents wishing to apply under these criteria must attach the requested proof of eligibility to their Supplementary Information Form and return it to the school by 31<sup>st</sup> October 2024.

#### **D. TIMETABLE**

All timings will be in accordance with the Kent County Council's Age 11 Assessment Process and Local Authorities' timetables for Admissions to Secondary School. Parents must apply to take the tests by the closing date in the summer term of 2024. The tests are held in primary schools for most students attending most KCC primary schools and in test centres for all other applicants. Offers will be made in March 2025.

Parents who are not allocated a place have the right of appeal to an independent appeals panel. Late applications may be made by Year 6 parents, using the system set down in the Kent Procedure for Entrance to Secondary Schools. Please contact the school or local authority for further details.

**E. Requests for admission outside of the normal age group** should be made to the Headteacher as early as possible. 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 the school's ability to agree to deferral or early admission to their secondary phase of education. Such an applicant will be expected to have gained the 'grammar' classification in the Kent PESE Tests, and if a request to apply for admission outside the normal age group is granted, it does not guarantee a place at the school. The applicant will be ranked according to our over-subscription criteria for allocation purposes.

**F. After a place has been offered**, the school reserves the right to withdraw the place in the following circumstances:

- a. When a parent/guardian has failed to respond to an offer within a reasonable amount of time (7 days of the deadline given); or
- b. When a parent/guardian has failed to notify the school of important changes to the application information; or
- c. **When the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/guardian.**

## **G. WAITING LIST**

After the initial allocation of places in March 2025, parents whose sons were not allocated a place at Dartford Grammar School may request to be put on a waiting list. The child will remain on the waiting list until parents request the child to be removed from the list. The waiting list will be maintained until August 2026. **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.**

## **H. IN YEAR APPLICATIONS FOR YEARS 7 TO 11**

Parents of older applicants up to Year 11 who move into the area and/or wish to transfer to the school should contact Dr M Kingham at the school ([inyearadmissions@dartfordgrammarschool.org.uk](mailto:inyearadmissions@dartfordgrammarschool.org.uk)).

Applicants are required to sit entrance tests. The number and type of tests varies according to year group, but students are usually required to do Cognitive Abilities Tests and papers in Maths, English and Modern Foreign Languages.

Parents requesting entry to the school after the closing date for the initial round of admissions for the start of Year 7 should contact Dr M Kingham for further details ([admissions@dartfordgrammarschool.org.uk](mailto:admissions@dartfordgrammarschool.org.uk)).

## **Admission to the Sixth Form 2025**

Priority will be given to existing Dartford Grammar School students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants (girls or boys) obtaining a minimum point score of 52 for their best 8 subjects (calculated using the DfE equivalence tables – see website). Students should have level 5 or above in English and Mathematics. They should have at least a 7 in their proposed International Baccalaureate Diploma Higher-Level subjects. If Mathematics is proposed at Higher Level, the GCSE Mathematics grade must be 8.

The admission number for external candidates will be 150, 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 figure for the year group, which is 340.

Before the application of over-subscription criteria, students with an Education, Health and Care Plan which names the school and who meet the entry requirements will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Offers will be subject to confirmation that the individual student meets the entry requirements.

## **Over-subscription**

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study.

Where there are more learners seeking places than the number of places available, the following over-subscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

1. Children in Local Authority Care – 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, 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).

2. Medical, Health, Social and Special-Access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities 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' or guardians' physical or mental health or social needs means 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 school.

3. Students predicted to achieve at least a level 4 in a full-course GCSE in a foreign language.

4. Distance – the distance between the child's permanent home address and the school is used, 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. When the distance criterion is applied, these straight-line measurements are used to determine how close each applicant's address is to the school. 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. A more detailed definition of what constitutes a child's permanent home and also how the measurement for flats will be calculated is also contained in the LA Admissions Booklets. In the event of a tie-breaker situation, the nearness of an applicant's home to school will be the decider. If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. This process will be independently supervised.

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

- a. When the parent/guardian or learner has failed to respond to an offer within a reasonable time;
- b. When a parent/guardian or learner has failed to notify the school of important changes to the application information;
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent/guardian or learner.

## **Offers and Appeals**

Offers will be made with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.

Offers will be made before the end of March 2025.

Offers will be confirmed once the school has been notified of GCSE results in August 2025.

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.

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.

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

A waiting list will be held, ranked according to the over-subscription criteria and changed accordingly as new applications are received.

Appendix A: Map of Priority Area (Category 1)





## Admissions Supplementary Form 2025 (Entry into Year 7)

This form does not constitute a valid application. You must apply online to your Local Authority by completing a Secondary Common Application Form, naming Dartford Grammar School, if you wish your son to be considered for a place at the school.

This Supplementary Form should also be completed by all applicants wishing to be considered for entry under Oversubscription Category 2 which relates to Pupil Premium only and sent direct to this school by 31<sup>st</sup> October 2024, by email to [admissions@dartfordgrammarschool.org.uk](mailto:admissions@dartfordgrammarschool.org.uk). If you are not applying under the Pupil Premium over-subscription criteria, please DO NOT send this form.

In order for your son to be considered as a Pupil Premium applicant, you must provide written confirmation, directly from your son's current primary school, of his Pupil Premium eligibility. It is the responsibility of the parent/carer to provide this evidence and Dartford Grammar School will not contact your son's primary school for the information. Supplementary Information Forms sent without the requested evidence will not be processed.

Surname of applicant	
Forename of applicant	
Date of Birth of applicant	
Permanent address of applicant	
Telephone number of parent/carer	
Email address of parent/carer	

### Eligibility for Pupil Premium

I have provided written confirmation, from my son's primary school, of his Pupil Premium eligibility (please tick)

Please supply the name of your son's current school: .....

Parental signature	Date
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