



CRANBROOK SCHOOL BOARDING ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2019

1. PHILOSOPHY

- 1.1 This policy is in accordance with the statutory requirements of the 2014 Schools Admissions Code.
- 1.2 The School is an Academy and the Governors have primary responsibility for admissions arrangements.
- 1.3 The School is a selective school which aims to admit students of an appropriate age and ability who will benefit from a co-educational grammar school education. The school caters for the top 20-25% of the academic ability range.
- 1.4 This policy reflects the philosophy to be found in the School's Equal Opportunities, Racial Equality, Disability and SEN policies.
- 1.5 The total number of places available within Year 9 will be 150 (98 day and 52 boarding). 30 day places will be taken by existing students progressing from Year 8. The Published Admission Number (PAN) for 2019 entry therefore is 120 places (68 day and 52 boarding).
- 1.6 Under the Children Act 1989 Section 87, the School has a duty to safeguard and promote the welfare of boarders. This responsibility is invested in the boarding professionals employed by the School. This duty underpins all that the School does at the point of selection for boarding admissions and ongoing care of the students.
- 1.7 Applications for Year 9 comply with the Co-ordinated Admissions Scheme, which is administered by Kent County Council. All students must be assessed suitable for grammar school through the Cranbrook School Entrance Exam. An application form can be downloaded from the Admissions section of our website during the period of application (www.cranbrookschool.co.uk) which closes on October 31st 2018. Applications outside the normal admission round must be made direct to the school. In year application forms are available from the Registrar's Office at the School or email registrar@cranbrook.kent.sch.uk.
- 1.8 This admissions policy applies to entry to the School as a boarding student. Day entry is subject to separate policy and procedure.
- 1.9 There are no boarding places available in Year 7 and 8.

2. ADMISSION ARRANGEMENTS AND PRACTICE

2.1 Year 9 Selection

- a. The usual age for entry into Year 9 is 13. Candidates applying out of year will be considered on an individual case basis by the Governors Admission Committee.
- b. Candidates take an objective test set by the National Foundation for Educational Research (NFER) and papers in Mathematics and English.

- c. Each paper is marked and the scores combined to give a final aggregate mark. No paper is given an individual pass mark.
- d. All boarding candidates are ranked by final aggregate mark. The pass mark will be set each year depending on the academic standards of the students applying.
- e. If your child has special educational needs, please complete the Request for Exceptional Arrangements application form by 31st October 2018 and return it to the Registrar. Parents should set out what extra support they would like to request e.g. extra time, exam in a large font, extra breaks etc, along with accompanying evidence of need. This form can be downloaded from the schools website at www.cranbrookschoo.co.uk or requested from the Registrar at registrar@cranbrook.kent.sch.uk. The SEN Co-ordinator will decide in discussion with the Headmaster what, if any, extra support will be given. Extra time will be awarded when documentary evidence of 'below average' speed of processing, cognitive or phonological, or 'below average' reading accuracy, reading speed or comprehension has been submitted. This evidence must be presented as standardised scores, where below average is a standardised score of 84 or fewer. Further evidence that this is a candidate's normal way of working is required, i.e. there is a history of both provision and need. This must be provided in a full assessment from either an Educational Psychologist or a qualified Specialist Teacher and must be no more than 2 years old from the date of application. A qualified Specialist Teacher must hold qualifications as recognised by the Joint Council for Qualifications under section 4.7 of their Regulations and Guidance book.
- f. Candidates' suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from, a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

Oversubscription

Before the application of oversubscription criteria, children with a statement of special educational needs (Educational Health and Care Plan), which names the school and have passed the Cranbrook English, Mathematics and NFER test for entry into Year 9, will be admitted. As a result of this the published admissions number will be reduced accordingly. All candidates assessed as academically suitable for the school and considered suitable for boarding will be ranked in the following priority order:

- a. Children in Local Authority Care (Looked After Children and Previously Looked After Children). A Looked After Child or Child in Local Authority Care 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 priority will also encompass any previously Looked After child who has left Local Authority Care by way of adoption, a residence order or any special guardianship order.
- b. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees
- c. Those children entitled to the 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 Local Authority Care; however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this

priority must ensure they complete the Supplementary information Form on the Cranbrook School website and return it to the Registrar by October 31st in the year of application. Parents must also complete an application form which can be found on the Cranbrook School website, otherwise their child cannot be considered for a place.

- d. Children who have satisfied the Governing Body that they have a significant degree of boarding need (see Section 2.4 below).
- e. For entry in Year 9, all other candidates will be ranked in order of aggregate score in the entrance examination. Where aggregate scores are equal, a candidate will be prioritised by the objective NFER score.

If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given a place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.

Late Applications

Where an application for entry to Year 9 is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales. Late applicants will be expected to sit an entrance test and will follow the same selection procedure as all other candidates.

2.2 Sixth Form Selection

Year 12

Applications should be made via the Cranbrook Sixth Form Application Form found on the school's website during the period of application or via the learners' site www.ucasprogress.com. You need to click on "Search and Apply for courses" and then follow the instructions accordingly.

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria.

The total number of places available within Year 12 will be 162 (110 day and 52 boarding). Existing Year 11 students are given priority. The Published Admission Number (PAN) for 2019 entry will be approximately 30 places (20 day and 10 boarding), dependent on the number of existing students transferring from Year 11. Therefore the school reserve the right to reduce or increase the PAN accordingly.

Applications will be considered on the following basis:

- a. Applications must be made by the 14th December 2018 and must include the candidate's predicted grades at GCSE or equivalent;
- b. Candidates must study a minimum of 3 subjects in Year 12 as well as the Cranbrook Diploma;
- c. Candidates must achieve a minimum of 48 points at GCSE, or the equivalent for candidates overseas, where:
 - Points will be on a 1-9 point scale, where Grade 1=1 and 2=2 etc.
 - At least a Grade 6 at GCSE in the subject chosen for A Level (or its nearest equivalent).
 - At least a Grade 8 at GCSE Maths to study Further Maths at A-level.

- At least a Grade 4 in English and Maths at GCSE.
- d. Candidates applying outside of their chronological age group will be considered on an individual case basis by the Governors' Admissions Committee.
- e. Candidates' suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from, a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

Offers are made on the basis that the minimum predicted grades are achieved in the GCSE exams prior to entry.

Candidates will be asked to attend a learning discussion about the subject options they have chosen.

Late Applications

Where an application for entry to Year 12 is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales. Any applications made after results in August will be considered based on grades achieved and the availability of places.

Oversubscription

Before the application of oversubscription criteria, children with a statement of special educational (Educational Health and Care Plan) needs, which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. All candidates assessed as suitable for the school and considered suitable for boarding will be ranked in the following priority order:

- a. Children in Local Authority Care (Looked After Children and previously Looked After Children). A Looked After Child or Child in Local Authority Care 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 priority will also encompass any previously Looked After child who has left Local Authority Care by way of adoption, a residence order or any special guardianship order.
- b. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees
- d. Children who have satisfied the Governing Body that they have a significant degree of boarding need (see Section 2.4 below).
- f. For entry to Years 12 or 13, candidates will be prioritised by predicted GCSE results or their equivalent for candidates educated overseas.

If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.

2.3 Casual Admissions

It is rare for a vacancy to exist in Years 9-11, but if one exists then applications will be considered on the following basis:

- a) Candidates take an objective test, which will be made up of verbal, non verbal and quantitative reasoning tests.
- b) A candidate's suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school, their parents or carers or the LA 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. There will be discussions with academic staff for those seeking admission to Years 10 and 11 to assess suitability for entry to GCSE subjects part way through the course.
- c) Candidates applying out of year will be considered on an individual case basis by the Governors' Admission Committee.

2.4 Boarding Need

This category includes, but is not limited to, children of Crown Servants serving abroad; children at risk or with an unstable home environment; children whose parent/s spend much of the year abroad for work purposes; children whose parent/s is/are temporarily or permanently resident abroad; children who will be subject to a high degree of mobility over the next 5 years; children whose parents' work pattern compromises their effective care outside the normal day school hours.

Once an application is submitted that makes a case for boarding need the details are passed to the Governors' Admissions Committee for consideration. When reviewing each application the Committee considers all the submitted evidence on a case by case basis and will rank the boarding need of each applicant based on the strength of the case. Places are then offered to those ranked highest.

3. **WITHDRAWAL OF A PLACE**

- 3.1 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
 - a. If an application is found to be fraudulent or deliberately misleading.
 - b. When a parent has failed to respond to an offer within four weeks from the date of an offer.
 - c. When a parent has failed to notify the school of important changes to the application information.
- 3.2 Parents should be aware that Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to the right to a UK state education).

4. TRANSFERS BETWEEN BOARDING AND DAY

- 4.1 The school operates on the basis that it has in each year group 52 places in boarding (Years 9-11) and 98 day places (Years 9-11).
- 4.2 Transfer between boarding and day, and vice-versa, prior to Year 11, is not permitted, unless for sound pastoral or financial reasons. A request to transfer between boarding and day, and vice-versa, is a matter solely for the Governors to determine.
- 4.3 Applications for transfer, which must be made in writing to the Registrar, will be considered by the Governors' Admissions Committee.
- 4.4 For Year 11 a term's notice must be given of any application to transfer. Any application to transfer with less than a term's notice will require the parent to make payment of the next term's fees. For Years 12 and 13 any application to transfer with less than two term's notice will require the parent to make payment of the next two term's fees.
- 4.5 Subject to Sections 4.2 and 4.3, transfer from boarding to day, other than at Year 11, will not be approved by the Admissions Committee, other than for sound pastoral or financial reasons.
- 4.6 Transfer from boarding to day will only be agreed if the permanent principal private residence is within the priority area.
- 4.7 A transfer from day to boarding, and vice-versa, will only be agreed if there is a place available in the relevant year group.

5. APPEALS PROCEDURES

- 5.1 There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at the School. An appeal form should be downloaded from the School's website and sent directly to the Independent Appeal Clerk. Appeals for on time applications are heard within 40 school days and for in year applications within 30 school days. The panel is completely independent of the school and its decision is binding on both the appellant and the School. Appeals for a place for the Sixth Form are usually heard within a shorter timetable.
- 5.2 Appeals against decisions under Section 4 do not fall within the remit of the independent appeals procedure and will be considered by the Governors' Appeals Committee.

6. WAITING LISTS

- 6.1 The Registrar will operate a waiting list for all years at all times. 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.

7. ROLES AND RESPONSIBILITIES

- 7.1 The Governing Body is responsible for setting the admissions policy to the School.
- 7.2 The Governors' Admissions Committee determines requests for change of status between boarding and day, and vice-versa, and determines applications made on grounds of social need. They are responsible for making the 'offer' of a place.
- 7.3 The Governors' Admissions Committee, under the guidance of the Headmaster, with the Leadership Group, and the Registrar, review the admissions arrangements each year.
- 7.4 The Registrar is responsible for the organisation of the admissions procedures.

- 7.5 The Headmaster and the Leadership Group, with others designated, supervise and mark tests and conduct the suitability for boarding interviews.
- 7.6 The Governors' Appeals Committee hears Appeals against decisions made by the Governors' Admissions Committee.

8. MONITORING AND EVALUATION

- 8.1 Monitoring and evaluation is carried out annually by the Governors' Admissions Committee, the Headmaster, the Leadership Group and the Registrar, taking into account the issues which have arisen during the admissions process and of any changes in legislation.