



Highworth Grammar School

Proposed Admissions Arrangements – 2017/18

- Admission in September 2017 to Year 7
- Admission in or after September to Years 8 to 11
- Admission in September 2017 to Sixth Form

Please direct any comments to the Chair of Governors c/o Highworth Grammar School

Highworth Grammar School is an 11-18 selective girls' grammar school with boys in the sixth form. At age 11 students will need to reach the required standard in the Kent Test for admission into Year 7.

For students entering the sixth form, they will need to meet the required standard as outlined below.

1. Admission in September to Year 7 – 2017/18

Entry is through the Kent assessment procedure.

Criteria for Admission

Only girls who are assessed as suitable for grammar school following participation in the Kent Test can be offered a place in the first round of admissions. Arrangements for the selection procedure for entrance to secondary schools (PESE) are published annually by the Local Authority. Applications from girls one year below the normal age for transfer to secondary school will be accepted, provided the Local Authority agrees to allow the child to sit the Kent Test a year early and she is assessed as selective.

Numbers admitted

The Published Admission Number (PAN) for the school was raised to **184** from September 2013, for that Year 7 cohort and successive years only. Before the application of oversubscription criteria, eligible children with a statement of special educational need who name the school will be admitted. As a result of this the Published Admission Number will be reduced accordingly. The school may opt to offer 'over PAN' and will inform KCC of this intention by a specified date in January.

Applications for Admission

Students admitted at the start of Year 7 will be those who have been judged suitable for grammar school education under the Kent selection procedure and applications should be made via the Local Authority. All applications will be considered by Kent Admissions and ranked in order of priority using the following criteria in the event of the school being oversubscribed.

Over-subscription

Before applying the oversubscription criteria, eligible girls with a Statement of Special Educational Need or an Education, Health and Care Plan which names the school will be admitted. As a result of this the Published Admissions Number will be reduced accordingly. If the number of preferences for the school is more than the number of places available, places will be allocated to eligible girls in the following priority order;

- **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).
- **Current Family Association** – a brother or sister attending the school when the child starts. 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 the school and the school would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings eligible for a grammar school place, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.
- **Health and Special Access Reasons** – 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 particular school.
- **Distance** – We use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. *In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the applicants will be ranked on the basis of lots drawn by an independent person not involved with admissions. If only one place is available, it will be offered to the applicant who has been ranked first by this process.*

Supplementary Form Required: NO

Waiting lists will be maintained up to January 2018 and will be ranked according to the above oversubscription criteria.

Appeals

Appeals should be addressed to the Chair of Governors at the school and should take the form of a letter briefly setting out the grounds for the appeal plus evidence to support their case. The Clerk will acknowledge receipt of the appeal letter and will initiate arrangements for the hearing of the appeal by an Independent Appeal Panel. Parents have the right to be present at the hearing.

School visits/General

Our Open Evening and Morning for prospective Year 7 students are held in October. Tours of the school are also arranged during school time by appointment which can be made by calling Main Reception.

The school will agree any changes to its admission arrangements with the Secretary of State for Education or the Local Admissions Forum to which it belongs.

2. Admissions after September to Year 7 and to Years 8 to 11

From within Kent: Year 7 - 11

Applications should be made to the school initially via the submission of an In Year Common Application Form (IYCAF) which can be downloaded from the Kent County Council website:

https://www.kent.gov.uk/__data/assets/pdf_file/0012/3522/in-year-admission-form.pdf

From outside Kent: Year 7 – 11

KCC has made an agreement with bordering counties that applicants from outside Kent may apply for Kent schools using the Kent IYCAF. Applicants from abroad intending to settle in Kent should also use this form, but their application may not be processed until evidence has been received to show that the move is taking place (e.g. an exchange of contracts or a rental agreement on a property in Kent). Applicants from further afield in the UK should check the procedure with their LA as they may be required to apply via their own form.

YEAR 7

If the student is at a current Kent Grammar School in Year 7 (having passed the Kent Test) and a place is available, Highworth Grammar School will offer a place without the need for testing, as the 'G' Assessment in the Kent Test will still be valid. If a place is not available, the application will be refused but the parents can appeal for a place without their daughter being re-tested.

If a Year 7 student did not take the Kent Test in Year 6, she can take it by arrangement with the school up to 31 December of that year (in conjunction with completing an IYCAF and applying to the school in the first instance). From 1 January annually, applicants to Year 7 will sit Highworth's own entrance test.

Girls who were 'H' Assessed following the Kent Test cannot apply again for Year 7 but can sit Highworth's entrance test for Year 8 commencing the following September. Test sessions for these applicants will be held during Term 6, in May or June.

YEAR 8 to YEAR 11

For applications to Year 8 and above, all students should be tested, regardless of where they currently go to school or their Kent Test result, if they have one.

If the student attends a local Ashford school, on receipt of the application, the Admissions Officer will send a letter to the Headteacher of that school to inform him/her that an application has been received and to ask for any available national test results. A letter will also be sent to the family to inform them of the test date and to request a copy of their daughter's most recent school report and attendance record, a copy of her passport or birth certificate (in order that the correct test is selected for the age and year group) and to ascertain which languages have been/will be studied and to what degree. It is necessary to establish at the outset which Modern Foreign Languages are being studied since students can only be admitted into language groups where there is a vacancy.

Applications to Year 9, Year 10 and Year 11 are normally only considered if the applicant has moved to Kent from out of the area or abroad, as integration into these year groups is difficult owing to GCSE courses being well underway. A Year 11 applicant, if offered a place, may have to be prepared to re-start in Year 10 and similarly Year 10 into Year 9 and Year 9 into Year 8.

Over-Subscription: All years

If the number of eligible applicants exceeds the number of places available, applicants will be ranked according to the school's over-subscription criteria.

3. Admissions in September to Sixth Form

Highworth Grammar School invites applications from external students, both male and female, in the Sixth Form. Applications must be made via www.kentchoices4u.com

For further information, please view the Sixth Form Prospectus on www.highworth.kent.sch.uk

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 obtaining a minimum of:

- **At least 6 GCSE subjects at grades A*- B**
- **At least a B grade in English**
- **At least a C grade in Mathematics**
- **The specific entry requirements for each A Level subject**

The admission number for external candidates will be **50**, 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 **184**.

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 oversubscription criteria will be applied in the order set out above to rank students until the overall figure for the year group is reached:

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

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

Offers and Appeals for Sixth Form

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 student's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

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 by letter before the end of May 2017. Offers will be confirmed once the school has been notified of GCSE results in August 2017.

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 Highworth Grammar 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.

General

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

- when a parent has failed to respond to an offer within two weeks; or
- where the school has been given inaccurate information