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## **ADMISSIONS POLICY – 2016/17**

### **1. Admission to the September Year 7 entry**

#### ***Criteria for Admission***

Only children who attain the required standard in the selection tests adopted by the Local Education Authority for a place in a selective school will be eligible to be considered for admission to the school. Arrangements for the selection procedure are published annually by the Authority.

#### ***Numbers admitted***

The Published Admission Number (PAN) for the school is 120.

#### ***Over-subscription***

Entry is through the Kent age 11 assessment procedure. Before the application of oversubscription criteria, children with a Statement of Special Educational Need or 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 in the following order:

- a) Children in Local Authority Care, or previously 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 20 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)
- b) Current Family Association – a brother or sister in the same school at the time of entry. In this context brother or sister means child 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.
- c) Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.
- d) Nearness of children's homes to school. We use the distance between the child's permanent 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.
- e) 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 allocated a number and drawn randomly to decide which child should be given the place.

### ***Applications for Admission***

Pupils 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 Education Authority. The school accepts up to 120 pupils, plus additional pupils directed to the school by an Independent Appeals Panel.

All applications will be considered by the Admissions Authority which will apply the criteria set out above in the event of the school being over-subscribed.

A 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.

### ***Appeals***

Appeals should be addressed to the Clerk to the Appeal Panel at the school and should take the form of a letter briefly setting out the grounds for the appeal. The Clerk will acknowledge receipt of the appeal 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***

Official Open Evenings for prospective Year 7 pupils are held in June and October. Tours of the school are also arranged during school time by appointment with the school office.

## **2. Admissions after September for Year 7 and students of Year 8 to Year 11 age.**

All other candidates for admission will be assessed by the school if there is a place available in the appropriate school year. Application forms for casual admission are available from the school.

Suitability for a grammar school place is decided by:

- Results of nationally recognised tests, or cognitive testing through verbal and non-verbal reasoning, together with written tests in at least one subject from English, mathematics and science.
- Where relevant, their level of attainment as shown by work done at their previous school.

Pupils seeking a transfer who are judged suitable for a grammar school place have a right of entry, providing places exist in the relevant year group.

Requests for admission outside of the normal Year group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision. Parents are not expected to provide evidence to support their request, 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 the request. Parents are required to complete an application for the normal Year group at the same time, in case their request is declined. The school's decision will be made on the basis of the circumstances of each case.

### **3. Admission to the Sixth Form**

Prospective Year 12 students who wish to take courses offered by the School must demonstrate motivation and ability appropriate to the course as measured by their performance at GCSE or equivalent. All students will be expected to follow a full programme of study.

#### ***Entry to A-level courses***

Priority will be given to existing pupils 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 six GCSE passes at grade C or above including Maths and English and A\*-B grades in their preferred AS subjects or nearest equivalents.

The admission number for external candidates will be 20, 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 120.

Students who meet the entry criteria and wish to transfer from other schools into the Sixth Form may make an application. In the event of over-subscription priority will be given to those students transferring from lower years in Highsted Grammar School.

#### ***Over-subscription***

Following the admission of internal students transferring from Year 11 students, 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 above will be applied to eligible students.

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***

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 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. Offer letters will be made before the end of May 2016. Offers will be confirmed once the school has been notified of GCSE results in August 2016.

Where learners have achieved better result 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.

### ***School visits***

The official Open Evening for prospective Year 12 students is held in November. Tours of the school are also arranged during school time by appointment with the school office.

### ***Numbers admitted***

The Published Admission Number (PAN) for external applicants is 20.