



THE SKINNERS' SCHOOL, TUNBRIDGE WELLS

ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO THE SCHOOL FROM SEPTEMBER 2027

A. General

The School intends to offer 160 places each year for boys aged 11. This is the Pupil Admission Number (PAN).

Boys will normally be admitted at age 11 into Year 7. Selection is through Kent County Council's Procedure for Entrance to Secondary Education (PESE), the "Kent Test". All pupils must be boys assessed suitable for grammar school through the Kent PESE (11+).

For boys aged 12 or more seeking a place through casual entrance procedures, evidence obtained in examination of ability to keep pace with the work of the School will justify consideration for admission. Such pupils will only be admitted when the number of pupils in the relevant year group falls below the PAN.

This document also sets out the policy for admission arrangements for children to be taught outside their expected year group.

B. Admission Criteria for Year 7

Skinner's School is part of the Co-ordinated Admission Scheme, which is administered by the Kent Local Authority. All pupils for entry into Year 7 must be boys assessed suitable for grammar school through the Kent PESE (11+).

Before the application of oversubscription criteria, children with an Education, Health and Care Plan and assessed suitable for grammar school through the Kent PESE (11+), which names the school, will be admitted. As a result of this, the published admission number will be reduced accordingly.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order of priority set out below:

1. Children in Local Authority Care or Previously in Local Authority Care - 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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after

and those children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, in line with guidance issued by the Department for Education.

2. Up to 140 places will be offered to children in the 'West Kent Area', which covers the area within three miles of the school measured by straight line distance, plus the following named parishes:

Badgers Mount, Bidborough, Brasted, Brenchley, Capel, Chevening

Chiddingstone, Cowden, Dunton Green, Edenbridge, Goudhurst, Hadlow

Halstead, Hever, Hildenborough, Horsmonden, Ightham, Kemsing

Knockholt, Lamberhurst, Leigh, Otford, Paddock Wood, Pembury

Penshurst, Plaxtol, Riverhead, Rusthall, Seal, Sevenoaks, Sevenoaks Weald

Shipbourne, Shoreham, Southborough, Speldhurst, Sundridge with Ide Hill

Tonbridge, Tunbridge Wells, Westerham

a) Up to 16 places to pupils, from the defined West Kent Area, registered in that academic year for the Pupil Premium. Pupils are eligible for the Pupil Premium where they have been eligible for free school meals (FSM) during the last 6 years. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, but these children are prioritised in criterion 1 (above).

Parents wishing to apply under this criterion must ensure they complete the Supplementary Information Form by following this [link](#) before 31 October in the year of application. Parents must also complete an application (online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. In the event that there are more than 16 valid applications in this category, applicants will be ranked according to their aggregate scores in the Kent Test, the highest score being given the highest rank. If there are fewer than 14 valid applications in this category the remaining places will be offered under criterion b below.

b) Up to 108 places to other pupils from the defined West Kent Area, prioritised as follows:

(i) those living in the West Kent Area with a PESE (11+) score of at least 40 points higher than the KCC threshold score* and assessed as suitable for a grammar school education, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

*Threshold score is determined by KCC, details published on PESE (11+) results day.

In the event of there not being 108 scoring at least 40 points higher than the threshold score:

(ii) those living in the West Kent Area assessed suitable for grammar school, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been

recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

3. Up to 16 Governors' Places will be offered to children living in the parishes as defined in criterion 2 who would not otherwise be offered a place, who scored highest in the PESE (11+) Kent test, places determined by combined rank order. In the case of equal scores for Governors' places, criterion 2b would be applied.

4. Up to 20 places will be offered to children in the 'Outer Area', which is defined as being outside the West Kent Area described above, but within the mainland of the United Kingdom.

a) Up to 20 places to pupils from the defined Outer Area, prioritised as follows:

(i) those living in the defined Outer Area with a PESE (11+) score of at least 40 points higher than the KCC threshold score* and assessed as suitable for a grammar school education, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

*Threshold score is determined by KCC, details published on PESE (11+) results day.

In the event of there not being 20 scoring at least 40 points higher than the threshold score:

(ii) those living in the defined Outer Area assessed suitable for grammar school, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

Siblings - children who live in the same house as brother, including natural brothers, adopted brothers, stepbrothers and foster brothers.

Distance of children's homes to school - 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.

Proof of address

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's correct home address. You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address, or any other address, including that of a family member or friend. The address you give on your

application must be the one where your child is living permanently and must be the address where your family normally lives. An application can only be made from a single address and only a single application made for each child. The list below is not exhaustive and your circumstances may fit more than one description.

- If you own more than one property, we will ask you to provide further evidence to demonstrate where you and your child normally live.
- If you own a property which is, or has previously been, used as your home address and you state that you are living at, and apply from, a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the valid address for school admissions purposes.
- If you own or rent a property, and you buy or rent another property or live with family or friends temporarily, and state that this is your and your child's home address, we will not use the second address for school admissions purposes.
- Where parents live separately, the application must be based on the address where the child lives most of the time.
- If you move after submitting your application, you must inform the School Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes.
- If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

Withdrawal of a School Place Offer

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

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

C. Sixth Form

To enter the Sixth Form at Skinners' students need:

- A total of 50 points across their 'best 8' GCSEs with the grade number (9-1) contributing the relevant number of points.
- At least grade 7 at GCSE in the following subjects, in order to study that subject at A level: Maths, Physics, Chemistry, French and German. Those studying Physics at A level will either need to study Maths A level alongside or have at least a grade 8 at GCSE Maths; those studying Chemistry or Biology at A level will need at least a grade 7 at GCSE Maths.
- At least grade 4 in English and Maths at GCSE.

These criteria will apply to internal and external applicants to the Sixth Form.

In the event of over-subscription for Sixth Form places, priority will be given to:

1. Existing pupils transferring from Year 11 at Skinners' School.
2. External candidates with the best academic record at GCSE, and whose subject choices can be offered.

In the event of the need for a tiebreaker, the student living closest to school will gain the place.

In the event of the academic requirement being met, but subject choice not being available, the applicant will be added to the waiting list, which will be ranked by 'Best 8' point score.

The PAN 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 is required to provide an overall total figure for the Sixth Form, which is 350.

Thereafter, places will be allocated using the following criteria:

1. Applicants who are children in local authority care or Previously in Local Authority Care.

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) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Up to 10 places to students, registered for the Pupil Premium in the academic year of application. Pupils are eligible for the Pupil Premium where they have been eligible for free school meals (FSM) during the school year of application.

3. External candidates with the best academic record at GCSE, and whose subject option choices can be offered.

The School will meet Sixth Form applicants, whether internal or external, to ensure that subject choices are appropriate and available. Applicants will not be interviewed; no non-academic context will be a factor in selection.

There is no specific gender requirement for Sixth Form applicants.

A waiting list will be maintained until 31 January 2028. Students/Parents will need to request to be added to the waiting list if unsuccessful in the initial application process. It will be re-ranked in accordance with the oversubscription criteria each time a student is added or removed. After this date, any applications to join the school would need to be made through an In-Year application, information about which follows in Section E.

D. Admission arrangements for children to be taught outside their expected year group

Requests for admission outside the child's expected year group must be made to the Headmaster as far as possible before Kent County Council's closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. Parents should complete a normal application in addition, in case their request is declined. If the request for admission outside expected year is agreed, a paper CAF must be submitted to Kent County Council with copies of the written agreement from the school.

The school will consider the individual circumstance of each case, and the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The school must also take into account the views of the head teacher of the school concerned.

E. In Year Admissions

In Year 7 we retain a waiting list until 1st January in the calendar year that follows the arrival of Year 7 at the school. Thereafter parents on the waiting list are asked if they would like their sons to join a new list, effectively an expression of interest in joining the school, should a place arise.

In the event of places becoming available, the school will refer to performance in a cognitive ability test to determine suitability for grammar school, and will then rank applications in accordance with its over-subscription criteria. The minimum Mean score required in the CAT4 assessment will be 120.

In determining who to offer places to, the school will essentially replace pupils like for like; ie a pupil in the West Kent Area will in principle be replaced by an applicant from that area, whilst a pupil from the Outer Area will in principle be replaced by a pupil from outside West Kent.

The school will not offer places over its published admission number (PAN – 160).

The school will maintain a waiting list for each year group at the school. The waiting list will be a live document and will be re-ranked upon the addition of any new eligible applicant to the school. This

re-ranking will be in line with our published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (eg. Pupil Premium priority), will take precedence over those on a waiting list.

F. Appeals

Parents have a statutory right to appeal, should a place be refused for Year 7, Year 12 or In-Year entry. Details of the appeals process can be viewed by following this [link](#)

November 2025

Appendix 1: Map showing the 'West Kent Area'

