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## PROCEDURE for ADMISSION ARRANGEMENTS FOR STUDENTS OUTSIDE OF THEIR EXPECTED YEAR OF ENTRY

Requests for admission to Queen Elizabeth's Grammar School outside of the normal age group should be made in writing to the Headteacher, as early as possible in the admissions round associated with the student's date of birth. This will allow the school sufficient time to make a decision before the closing date.

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.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application should be withdrawn if the school agrees to accept a deferred application for entry into year 7 the following year. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

Queen Elizabeth's Grammar School will ensure that parents receive a response to their request in writing before national offer day.



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## ADMISSION OF PUPILS TO THE SCHOOL

*Policy adopted by the Governing Body on 4<sup>th</sup> December, 2014, to be reviewed in 2015*

### **Year 7 Entry: September 2016**

Queen Elizabeth's Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school can be found on the school website [www.queenelizabeths.kent.sch.uk](http://www.queenelizabeths.kent.sch.uk) including full details of the school uniform, which is contained within the policies section under the Information heading.

Students are normally admitted at age 11, when all pupils must have gained a selective place through the Kent Procedure for Entry to Secondary Education (PESE) and placed Queen Elizabeth's Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission.

Details of the Kent PESE are available in the Kent County Council booklet 'Admission to Secondary School in Kent 2016'. There is no guarantee of a place to applicants who meet the over-subscription criteria. Applications for admission should be made via the Local Authority (LA).

### **Numbers admitted**

The Published Admission Number (PAN) for the school is **140**

### **Over-subscription**

Before the application of oversubscription criteria children with a Statement of Special Educational Need or Education, Health and Care Plan (ECHP) 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** children in the following priority order:

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. 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 and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
3. Students currently in receipt of free school meals - in this instance Kent County Council will provide a supporting list for those students who apply to Queen Elizabeth's currently or historically in receipt of free school meals. Where a student from outside of Kent applies or where a student is attending an independent school, we will apply to the student's current school for evidence.
4. Children of staff, where the member of staff has been employed at Queen Elizabeth's Grammar School on a permanent contract for 2 years or more, or has been recruited to fill a post for which there is a demonstrable skill shortage.
5. 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.

6. 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. When we apply the distance criterion, 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 that 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.

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

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent 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 a parent

### **Mid-Year Entry 2016-17**

Applicants who wish to apply for a place outside of the normal admissions round should contact the school for further information. The Published Admission Number varies across the year groups as it has changed over the years, however the over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

### **Admission Arrangements for Students Outside of their Expected Year of Entry**

*Please see the separate guidance in the Procedure for Admission Arrangements for Students Outside of their Expected Year of Entry.*

### **Appeals**

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Queen Elizabeth’s Grammar School, Abbey Place, Faversham, Kent ME13 7BQ. Appeals should take the form of a letter briefly setting out the grounds for the appeal. The Clerk will acknowledge receipt 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 and Year 12 pupils are usually held in October or November. Tours of the school can also be arranged during school time by appointment with the school office.

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

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 B or above and A\*-B grades in their preferred AS subjects or nearest equivalents.

The admission number for external candidates will be 40, 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 160.

### **Over-subscription**

Following the admission of our own Year 11 students, should the number of external applications for the Sixth Form exceed 160, these places will be allocated to **eligible** students in the following priority order:

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. 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 and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
3. Children of staff, where the member of staff has been employed at Queen Elizabeth's Grammar School on a permanent contract for 2 years or more, or has been recruited to fill a post for which there is a demonstrable skill shortage.
4. 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.
5. 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. When we apply the distance criterion, 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 that 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.

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

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent 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 a parent

## ***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 a 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 be refused, by writing to The Clerk to the Governors, Queen Elizabeth's Grammar School, Abbey Place, Faversham, Kent ME13 7BQ.

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.

*Signed* \_\_\_\_\_ (*Chair of Governors*)

*Date* \_\_\_\_\_