



# Barton Court Grammar School

An Academy of Excellence

## Admission of Pupils to the School

### Year 7 Admissions: September 2024

Barton Court Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority. Detailed information about the school is available in the prospectus which can be found on the school website [www.bartoncourt.org](http://www.bartoncourt.org). Boys and girls are normally admitted at age 11, when all pupils must have gained a selective place through the Kent PESE and placed Barton Court Grammar School on their Kent Secondary Common Application Form, in order to be eligible for admission. Details of the Kent PESE are available from the Kent County Council booklet "Admission to Secondary School in Kent 2023". There is no guarantee of a place to applicants who meet the over-subscription criteria.

The Published Admissions Number (PAN) in Y7 for September 2024 is **150**, for all other year groups the PAN is as follows: Y8 – Y11 is **150**. The school is usually over-subscribed. Before the application of oversubscription criteria children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP), who name the school, will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

### Oversubscription criteria

If the number of preferences is greater than the number of places available, the following criteria for over-subscription will be applied in priority order:

- **Looked After Children and previously Looked After Children.** 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.

- **Children who are designated as receiving 'Pupil Premium'** - Applicants under this criterion must complete a Supplementary Information Form (Appendix 3) so that checks can be made to determine eligibility. (For the purposes of this policy, the entitlement to Pupil Premium would need to be shown during the calendar year before entry to Year 7 is sought).
- **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 a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, 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 Equality 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'/guardians' physical or mental health or social needs mean 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.

- **Nearness of children's homes to school** - we use the distance between the child's permanent home address 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.

If, in the event, 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. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

**With reference to the oversubscription criteria please refer to *Appendix 1* regarding residency.**

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.

### **Waiting List**

Parents of children who have not been offered a place at the School may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of April 2025, will be operated using the same admissions criteria as above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not affect the statutory right to appeal.

### **Mid-School Entry: 2024-25**

Applicants at a time later than the normal admissions age should apply direct to Barton Court Grammar School and will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. Details of the testing process can be found in *Appendix 2*.

The Published Admissions Number and 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.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Admissions, Barton Court Grammar School, Longport, Canterbury, CT1 1PH, 01227 464600

### **Admission outside of the normal age group**

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school 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 before the closing date. Such an applicant will be expected to have gained the 'grammar' classification in the Kent PESE Tests, and if a request to apply for admission outside the normal age group is granted, it does not guarantee a place at the school. 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 can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each 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.

### **Sixth Form Admissions Arrangements: September 2024**

Barton Court Grammar School is a mixed Sixth Form. The majority of our students in Year 11 continue with their studies into our school Sixth Form and priority will be given to existing students transferring from Year 11 who meet the entrance criteria.

For the intake from September 2024 onwards the Sixth Form will recruit on the basis of a Year 12 of 180. The minimum published admission number (PAN) for new entrants will be 60, however we may enrol above this if there are sufficient spaces on the particular combination of courses requested by suitably qualified applicants.

Priority for places will be:

1. Internal applicants - students enrolled in Year 11 of Barton Court Grammar School.
2. BCAT Trust applicants – students enrolled in Year 11 in a School within Barton Court Academy Trust (BCAT)
3. External applicants

NB Should there not be enough room on a particular course, priority, within each of the categories above, will go to the candidate with the highest average points score across their GCSE subjects.

A place maybe offered where an applicant has extenuating circumstances for not meeting the required GCSE results. Any applicant, who believes this may be the case, should write to the Head of the Sixth Form providing details and any supporting evidence for consideration.

All of our primary courses run for two years with AS Level no longer an option.

### **To study 3 or 4 Advanced Level subjects over two years we require:**

- **at least eight grade 4s at GCSEs including English and Mathematics and at least four grade 6's at GCSE**, including a 6 in the subjects chosen where relevant, or in the case of a student not studying the subject at GCSE, a 6 is needed in the closest subject (s) they have studied at GCSE. Further details can be found in the prospectus. The only exceptions are that a grade 7 is required in Mathematics GCSE in order to study A Level Mathematics, and a grade 8 at Mathematics GCSE is required to study Further Mathematics A level.

Barton Court Grammar School also runs a number of BTEC subjects as shown in our prospectus.

### **To study a single BTEC and two or three A Levels we require:**

- at least six grade 4s at GCSEs including English and Mathematics and at least three grade 6's at GCSE

### **To study two BTECs (or a double BTEC) and one or two A Levels:**

- at least five grade 4s at GCSEs including English and Mathematics and at least two grade 6's at GCSE

We accept BTEC Level 2 grades where they are related to the subject choice in the Sixth Form with a Merit being equivalent to a GCSE grade 6.

These requirements are based on a professional assessment of the standard of prior attainment needed to be successful (a) in the academic curriculum pathway and (b) in subject specific elements of the vocational pathway.

### **Application Process**

The application process for both internal and external students for the Sixth Form is as follows:

- Application is made through the UCAS online website, as part of the Local Authority scheme.
- All applications will be considered.
- Sixth Form Information Evening, or evenings, will be held in November – February preceding the September of entry and will be widely publicised.
- A meeting will be held to discuss options and academic entry requirements for particular courses. A conditional offer letter will be sent to all applicants who are reasonably expected to meet the entry requirements and whose subject preferences can be met. Should it be necessary, alternative subject preferences may be offered. Any conditional offer is made with the assumption that it will prove possible to accommodate the combination of subjects on the timetable, in feasible group sizes. If this does not prove possible the student will be contacted at the earliest opportunity and be offered an alternative.
- A Sixth Form Induction is held at the end of June/beginning July prior to September entry where applicants will be offered the opportunity to attend 'taster' lessons and confirm final course preferences.
- A confirmation of acceptance by 3:00 pm on the day following the publication of GCSE exam results in August is required in order to secure the conditional offer place. For internal students this can be done when collecting their GCSE results.

Where a student has not met the conditions laid out in their offer letter the school will endeavour to offer alternative courses where possible assuming the student has met the entry requirements for these courses.

Where students have achieved better results than their predicted grades, and therefore now met the entry requirements laid out above, but where previously it was thought they wouldn't should contact the school by 3.00pm on the day following the GCSE results if they wish to be considered for a place. They will then be considered based on the grades achieved, with a place offered if available. Should a place not be available they will be placed on our waiting list and ranked according to our oversubscription criteria for any places that become available, as a result of other students failing to meet the required entry levels or not taking up their offer of a place.

### **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 following oversubscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

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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.

- **Children who are designated as receiving 'Pupil Premium'** - Applicants under this criterion must complete a Supplementary Information Form (Appendix 3) so that checks can be made to determine eligibility. (For the purposes of this policy, the entitlement to Pupil Premium would need to be shown during the calendar year before entry to Year 12 is sought).
- **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.

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**With reference to the oversubscription criteria please refer to *Appendix 1* regarding residency.**

## Appeals

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, Admissions, Barton Court Grammar School, Longport, Canterbury, CT1 1PH, 01227 464600

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.

Appendix 1 – This relates to all oversubscription criteria.

## Home Address

We will accept as a pupil's address the residential property that is the **child's only or main residence**, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

Evidence of ownership or rental agreement may be required, plus **proof of the child's permanent residency at the property concerned**. The Governing Body reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.

We can only accept one current home address on the Secondary Common Application Form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the **child sleeps for the majority of nights in each week**.

**The offer of a place may be withdrawn if proof of residency is not met.**

## Appendix 2

### Mid-School Entry Testing Process

Pupils applying to join Barton Court Grammar School mid-school year will be required to sit entrance tests to assess the pupil's suitability for education in a selective environment. Pupils will be required to visit the school for one day to sit a selection of tests as detailed below:

English, Mathematics and Cognitive Ability Tests



## Barton Court Grammar School

### Supplementary Information Form (SIF) for 2024/25 Admissions Pupil Premium Notification

This form does not constitute a valid application. You must complete the relevant KCC Application Form (SCAF or IYCAF) if you wish your child to be considered for a place at Barton Court Grammar School, these are available directly from KCC or online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola).

**The following sections should be completed and returned to the School by 31<sup>st</sup> October 2023**, to notify us that you are applying for a **Pupil Premium place**. This should be sent to the Mr Cameron, Data Manager, Barton Court Grammar School, Longport, Canterbury, CT1 1PH

#### Personal Details:

Child's Surname:	
Child's Forename:	
Child's Date of Birth:	
National Insurance Number:	
Permanent Home Address:	
Previous address: (If moved in the last 12 mths)	
Day time telephone:	
Mobile telephone:	
Email:	
Parent/Carer:	

#### Evidence of Eligibility:

Please see the categories below and the notes section on what evidence you will need to provide

Categories for Pupil Premium	Tick
<u>Category 1</u> : My child is entitled to be registered as eligible for free school meals	
<u>Category 2</u> : My child has been registered as eligible for free school meals within the past six years	
<u>Category 3</u> : One or both of the child's parents is serving in the regular UK armed forces or they have been registered as a service child in any school census since January 2014. They are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).	

## DECLARATION

I agree that you will use the information I have provided to check my claim for free school meals and will contact other sources as allowed by law to verify my entitlement.

I certify that the information given on this form is correct to the best of my knowledge and belief. I understand that all information given may be checked with the Benefits Agency and that the submission of incorrect information may result in legal action.

<b>Signed (parent/guardian):</b>	
<b>Print name (signatory above):</b>	
<b>Date:</b>	

### How the information in this form will be used

The information you provide in this form will be used by the school to confirm receipt of one of the listed welfare benefits.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for Pupil Premium.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to Pupil Premium. The information may also be shared with other Council departments to offer benefits and services.

For further information on how your child's data is used, shared, kept secure and retained please refer to our privacy notice which can be found at <http://www.bartoncourt.org/241/policies>

### Notes:

#### Category 1:

We will assess whether your child is eligible to be registered for free school meals (and so attract the pupil premium).

For the purposes of the school's admission policy you are considered to be entitled to free school meals if you or your child receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit

**Category 2:**

You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years. This may be a letter from a predecessor school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

**Category 3:**

Any documentary evidence from your regiment/unit confirming one or more parents are a currently serving member of the regular UK armed forces and this is registered in the January 2020 census

They have been registered as a service child in any school census since January 2014

They are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)