



ADMISSION OF STUDENTS TO THE SCHOOL

Policy adopted by the Full Governing Body on 8th February 2024 to be reviewed annually.

Year 7 Entry: September 2025

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 including full details of the school uniform, which is contained within the policies section under the 'Information' tab.

Students are normally admitted at age 11, when all students 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'. 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 **180**

Over-subscription

Before the application of oversubscription criteria children with a Statement of Special Educational Need or Education, Health and Care Plan (EHCP) 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. 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 residence 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. Children who are currently in receipt of Free School Meals or designated as receiving 'Pupil Premium'; under this criterion parents or guardians will be required to complete a Supplementary Information Form 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). The Supplementary Information Form is available from the school office or can be downloaded from the Admissions area of the school website.
3. 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, step-brothers or sisters and foster brothers and sister.
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. 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. 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.

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. Where tie breakers or random selections are used, the process will be independently supervised.

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 2025-26

Applicants who wish to apply for a place outside of the normal admissions round should contact the school for further information. In the event of the year group being over-subscribed, a waiting list will be held and 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 on our website under the 'Admissions' tab.

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

Open Events for prospective Year 7 and Year 12 students are likely to take place in October and February respectively, please check the school website for further details.

Admission to the Sixth Form

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 accruing at least 33 points from their **best six** GCSE, BTEC grades. *Short course GCSEs may be included within this calculation but at half value i.e. a 7 grade in RS would count as half a grade at 3.5 points.*

Applicants must achieve at least one grade 5 from their English or Mathematics examinations.

Applicants must achieve at least GCSE grade 6 in subjects they wish to study at A Level with the exception of Mathematics, where a grade 7 or higher is required. We strongly advise that you check the requirements for all subjects in the Sixth Form Options Guide, which is available to view on the school website and in the case of new subjects e.g. Psychology, Government and Politics etc., please refer to the information regarding supporting subjects specific grade requirements at GCSE.

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 students transferring into Year 12 is less than the overall figure for the year group, which is 160.

Conversion table

BTEC

Grade	Points
Level 2 Distinction	7
Level 2 Merit	5.5
Level 2 Pass	4
Level 1 Distinction	3
Level 1 Merit	2
Level 1 Pass	1

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:

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- a. When a parent has failed to respond to an offer within a reasonable time; or
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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 students' four 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 before the end of May 2025 and will be confirmed once the school has been notified of GCSE results in August 2025.

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 _____



Queen Elizabeth's Grammar School 2025/26 Supplementary Information Form Free School Meals or Pupil Premium

PART A

In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy 2025-26 and your Local Authority booklet **before** completing this form.

You should only complete this form if:

1. You have named Queen Elizabeth's Grammar School on the Common Application Form **and**
2. Your child is in receipt of Free School Meals (FSM) or Pupil Premium (PP)

You must complete **Part A** of this form and will need to take it to your child's current school in order for them to complete **Part B**.

You then need to return the completed form to **The Admissions Officer, Queen Elizabeth's Grammar School, Abbey Place, Faversham Kent ME13 7BQ by the National Closing Date.**

Forms received after the national closing date will be treated as late applications.

You must also complete the Secondary Common Application Form.

STUDENT DETAILS

Forename: _____

Middle name: _____

Surname: _____

Date of birth: _____

Home address: _____

_____ Postcode: _____

Name of school currently attended:

DETAILS BELOW OF THOSE WITH PARENTAL RESPONSIBILITY:

(please give full names of parents or legal guardians. If parents do not live together, it would be helpful to have both addresses, including postcodes)

Name: _____

Address: _____

_____ Postcode: _____

Mobile No: _____

Email: _____

Name: _____

Address: _____

_____ Postcode: _____

Mobile No: _____

Email: _____

Please read the following declaration carefully and then sign and return the forms as described above.

I confirm that the information I have supplied is true and accurate and I consent to you using the information provided to check my claim for FSM or PP by contacting other sources as allowed by law to verify my entitlement, including the Benefits Agency and that the submission of incorrect information may result in legal action.

Signed: _____ Date: _____



Queen Elizabeth's Grammar School
2025/26

Supplementary Information Form
Free School Meals or Pupil Premium

PART B

To be completed by the student's current school

Student's full name:	
Date of birth:	
Student's UPN:	
I confirm that the student named above is currently in receipt of free school meals	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that the student named above is currently in receipt of pupil premium	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school currently attended:	
Name of person completing this form:	
Position held in school:	
Email address:	
Signature:	
Date:	
Telephone number:	
School stamp:	

Data Protection: All information supplied will be processed and held by Queen Elizabeth's Grammar School in accordance with our Data Protection Policy and Privacy Notices which are available to view on the school website. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so or for the purpose of validating the child's entitlement to FSM or PP.