



## CRANBROOK SCHOOL BOARDING ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2025

### 1. PHILOSOPHY

- 1.1 This policy is in accordance with the statutory requirements of the 2021 Schools Admissions Code.
- 1.2 The School is an Academy and the Governors have primary responsibility for admissions arrangements.
- 1.3 The School is a selective school which aims to admit students of an appropriate age and ability who will benefit from a co-educational grammar school education.
- 1.4 This policy reflects the philosophy to be found in the School's Equal Opportunities, Racial Equality, Disability and SEN policies.
- 1.5 The total number of places available within Year 9 will be 150 (98 day and 52 boarding (34 boys & 18 girls)). 90 day places will be taken by existing students progressing from Year 8. The Published Admission Number (PAN) for 2025 entry therefore is 60 places (8 day and 52 boarding (34 boys & 18 girls)).
- 1.6 Under the Children Act 1989 Section 87, the School has a duty to safeguard and promote the welfare of boarders. This responsibility is invested in the boarding professionals employed by the School. This duty underpins all that the School does at the point of selection for boarding admissions and ongoing care of the students.
- 1.7 Applications for Year 9 comply with the Co-ordinated Admissions Scheme, which is administered by Kent County Council. All students must be assessed suitable for grammar school through the Cranbrook School Entrance Exam. An Application Form can be downloaded from the Admissions section of our website during the period of application ([www.cranbrookschool.co.uk](http://www.cranbrookschool.co.uk)) which closes on October 31<sup>st</sup> 2024. Applications outside the normal admission round must be made direct to the school. In Year Application Forms are available from the Registrar's Office at the School or email [registrar@cranbrook.kent.sch.uk](mailto:registrar@cranbrook.kent.sch.uk).
- 1.8 This Admissions Policy applies to entry to the School as a boarding student. Day entry is subject to separate Policy and procedure.

### 2. ADMISSION ARRANGEMENTS AND PRACTICE

#### 2.1 Year 9 Selection

- a. The usual age for entry into Year 9 is 13. Candidates applying out of year will be considered on an individual case basis by the Governors Admission Committee.
- b. All candidates should be eligible for a UK state education by holding either a British or Irish passport or having Right of Abode in the UK
- c. Candidates take the Cranbrook School Entrance Exam, which will be made up of an English and Maths paper, together with a Non Verbal Reasoning test.

- d. All boarding candidates are ranked by final mean mark. The pass mark will be set each year depending on the academic standards of the students applying.
- e. If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be supervised by an independent person, in accordance with the Schools Admission Code.
- f. Candidates' suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from, a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

### Oversubscription

Before the application of oversubscription criteria, children with a statement of special educational needs (Educational Health and Care Plan), which names the school and have passed the Cranbrook Entrance Exam for entry into Year 9, will be admitted. As a result of this the published admissions number will be reduced accordingly. All candidates assessed as academically suitable for the school and considered suitable for boarding will be ranked in the following priority order:

- a. 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. LA 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.
- b. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- c. Those children entitled to the pupil premium. A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to children in Local Authority Care or Previously Local Authority Care; however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this priority must ensure they complete the Supplementary information Form on the Cranbrook School website and return it to the Registrar by October 31<sup>st</sup> in the year of application. Parents must also complete an application form which can be found on the Cranbrook School website, otherwise their child cannot be considered for a place.
- d. Children who have satisfied the Governing Body that they have a significant degree of boarding need (see Section 2.5 below).
- e. Those candidates who have a sibling already at the School at the point of admission. Sibling 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 sisters.

- f. For entry in Year 9, all other candidates will be ranked in order of mean score in the Cranbrook School Entrance Exam.

### Late Applications

Where an application for entry is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales. Late applicants will be expected to sit the Cranbrook School Entrance Exam, which will be made up of an English and Maths paper, together with an objective test and will follow the same selection procedure as all other candidates. All candidates assessed as academically suitable for the School will be ranked in accordance with the school's oversubscription criteria.

## 2.3 Sixth Form Selection

### Year 12

Applications should be made via the Cranbrook Sixth Form Application Form found on the school's website during the period of application or via the learners' site <https://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training>. You need to click on "Search and Apply for courses" and then follow the instructions accordingly.

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria.

The total number of places available within Year 12 will be 162 (110 day and 52 boarding). Existing Year 11 students are given priority. The Published Admission Number (PAN) for 2025 entry will be approximately 30 places (20 day and 10 boarding), dependent on the number of existing students transferring from Year 11. Therefore, the school reserves the right to reduce or increase the PAN accordingly.

Applications will be considered on the following basis:

- a. Applications must be made by the 15<sup>th</sup> December 2024. Once the application is received, the Registrar will obtain the predicted GCSE or equivalent (in the view of the School) grades by contacting the candidate's current school.
- b. Candidates must study a minimum of 3 A level subjects as delivered by the school, as well as the Cranbrook Diploma;
- c. Candidates are required to obtain a minimum of 35 points from their best six GCSE subjects or equivalent (in the view of the School). Points will be on a 1-9 point scale, where Grade 1=1 and 2=2 etc.
- d. Candidates must obtain at least a Grade 5 at GCSE or equivalent (in the view of the School) in Maths and in either English Language or English Literature.
- e. Candidates must meet the specific requirements for each A level course they wish to study as published on the Cranbrook School website and in the 2025 Sixth Form Prospectus.
- f. Candidates will be prioritised in order of their predicted GCSE (or equivalent in the view of the school) total points score.

- g. If two candidates cannot be separated then the names will be issued a number and drawn randomly to decide which child should be given the place. The process will be supervised by an independent person, in accordance with the Schools Admission Code.
- h. Candidates applying outside of their chronological age group will be considered on an individual case basis by the Governors' Admissions Committee.
- i. Candidates' suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from, a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.

Conditional offers are made on the basis that the minimum entry requirements are achieved in the GCSE exams or equivalent (in the view of the School) prior to entry.

Candidates will be asked to attend a learning discussion about the subject options they have chosen.

### Late Applications

Where an application for entry to Year 12 is received after the published closing date, the application will be accepted, but will be processed and considered after all those who applied within the published time scales. Any applications made after results in August will be considered based on grades achieved and the availability of places.

### Oversubscription

Before the application of oversubscription criteria, children with a statement of special educational (Educational Health and Care Plan) needs, which names the school, will be admitted. As a result of this the published admissions number will be reduced accordingly. All candidates assessed as suitable for the school and considered suitable for boarding will be ranked in the following priority order:

- a. 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.
- b. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- c. Children who have satisfied the Governing Body that they have a significant degree of boarding need (see Section 2.4 below).
- d. For entry to Years 12 or 13, candidates will be prioritised by predicted GCSE results or their equivalent for candidates educated overseas.

## 2.4 Casual Admissions

It is rare for a vacancy to exist in Years 9-11, but if one exists then applications will be considered on the following basis:

- a. Candidates in year groups 10 and 11 take an objective test, which will be made up of verbal, non-verbal, spatial and quantitative reasoning tests.
- b. Candidates for Year 9 will sit the Cranbrook School Entrance Exam (see 2.2.c)
- c. A candidate's suitability for boarding is assessed by interview. The interviewer(s) will only consider whether the child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. The type of questions asked are those used by all state boarding schools in assessing boarding suitability. Information from a candidate's previous school, their parents or carers or the LA that addresses their suitability may also be taken into account. No account is taken of the boarding interview in the assessment of a candidate's academic suitability.
- d. There will be discussions with academic staff for those seeking admission to Years 10 and 11 to assess suitability for entry to GCSE subjects part way through the course.
- e. Candidates applying out of year will be considered on an individual case basis by the Governors' Admission Committee.

## 2.5 Boarding Need

This category includes, but is not limited to, children of Crown Servants serving abroad; children at risk or with an unstable home environment; children whose parent/s spend much of the year abroad for work purposes; children whose parent/s is/are temporarily or permanently resident abroad; children who will be subject to a high degree of mobility over the next 5 years; children whose parents' work pattern compromises their effective care outside the normal day school hours.

Once an application is submitted that makes a case for boarding need the details are passed to the Governors' Admissions Committee for consideration. When reviewing each application, the Committee considers all the submitted evidence on a case by case basis and will rank the boarding need of each applicant based on the strength of the case. Places are then offered to those ranked highest.

## 3. THE PRIORITY AREA

3.1 The priority area is defined as follows:

- a. The civil parishes of Cranbrook, Sissinghurst, Goudhurst, Staplehurst, Frittenden, Benenden, Sandhurst and Hawkhurst as defined by civil parish boundaries.
- b. Any other property which is not within the civil parish boundaries as outlined above, but is within 8.5 kilometres (5.28 miles) of the school by straight line. The distance is measured between the child's permanent principal private residence to a similarly defined point within the school, measured in a straight line using the National Land and Property Gazetteer (NPLG) address point data. Distances are measured from a central point within the child's home to the defined point within the school, which is the Queens Hall Theatre, as specified by NPLG. The same address point on the school site is used for every application.

3.2 In cases of split families, the address where Child Benefit is claimed will be taken as the address from where the measurement is taken. In the case where it is proven that Child

Benefit is not claimed, the address will be where the child lives for the majority of the school week.

- 3.3 The Governors do not accept business or commercial addresses as evidence of residence in the priority area nor do they accept any addresses which are not the permanent principal private residence of the parent with whom the candidate lives (see 3.2 above).
- 3.4 If a child is under guardianship, we will require to have sight of a Court Order. We will not accept an address of relatives unless there is a Guardianship Order awarded through the courts.
- 3.5 In cases of fraudulent or deliberately misleading applications, the Governors may withdraw the offer of a place under Section 4 below.

#### **4. WITHDRAWAL OF A PLACE**

- 4.1 After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
  - a. If an application is found to be fraudulent or deliberately misleading.
  - b. When a parent has failed to respond to an offer within four weeks from the date of an offer.
  - c. When a parent has failed to notify the school of important changes to the application information.
- 4.2 Parents should be aware that Governors will always investigate allegations regarding fraudulent or deliberately misleading applications (for example a false claim to the right to a UK state education).

#### **5. TRANSFERS BETWEEN BOARDING AND DAY**

- 5.1 The school operates on the basis that it has in each year group 52 places in boarding (Years 9-11) and 98 day places (Years 9-11) and 110 day places (Years 12-13). Applications to boarding by a day student can be made at any time, subject to the availability of places.
- 5.2 Transfer between boarding and day and vice-versa is not permitted, prior to the end of Year 11, unless for exceptional pastoral reasons or financial hardship.
- 5.3 The permanent principal private residence must also be within the Priority Area if transferring from boarding to day
- 5.4 Transfer is only possible if there is a place available in the relevant Year Group.
- 5.5 Transfer from boarding to day will not be agreed during the first year of a pupil joining the School.
- 5.6 A request to transfer between boarding and day, and vice-versa, is a matter solely for the Governors to determine. Applications for transfer must be made in writing to the Registrar. Transfer requests for pastoral reasons will be considered by the Governors' Admissions Committee. Applications citing financial hardship for transfer will require evidence of these changed circumstances to be supplied to the School, which will be considered by the Governors' Financial Hardship Committee.

#### **6. NOTICE TO LEAVE**

- 6.1 For years 9 and 10, a term's notice must be given in writing to the Registrar, if parents wish to withdraw a child from the school. Failure to give a term's notice will require the parent to make payment of the next term's fees.

- 6.2 For years 11-13 inclusive, two term's notice must be given in writing to the Registrar, if parents wish to withdraw a child from the school. Failure to give two term's notice will require the parent to make payment of the next two term's fees.

## 7. APPEALS PROCEDURES

- 7.1 There is a full and independent appeals procedure available to parents of candidates who have not been awarded a place at the School. An appeal form should be downloaded from the School's website <http://www.cranbrookschool.co.uk/appeals> and sent directly to the Independent Appeal Clerk. Appeals for applications made within the normal round of admissions are heard within 40 school days of the deadline for lodging appeals. For late applications appeals will be held within 40 school days from the deadline for lodging appeals where possible, or within 30 school days from the appeal being lodge. For In-Year applications appeals will be heard within 30 school days of the appeal being lodged. Appeals for a place for the Sixth Form will be head within 30 school days of confirmation of exam results. The panel is completely independent of the school and its decision is binding on both the appellants and the School.
- 7.2 Appeals against decisions under Section 5 do not fall within the remit of the independent appeals procedure and will be considered by the Governors' Appeals Committee.

## 8. WAITING LISTS

- 8.1 The Registrar will operate a waiting list for all years at all times. The waiting list will be ranked according to the school's over-subscription criteria and any new waiting list requests will be added to this list according to these criteria, and the list re-ranked in accordance with Section 2.15 of the DfE Admissions Code 2022.

## 9. ROLES AND RESPONSIBILITIES

- 9.1 The Governing Body is responsible for setting the admissions policy to the School.
- 9.2 The Governors' Admissions Committee or the Governors Hardship Committee determines requests for change of status between boarding and day, and vice-versa, and determines applications made on grounds of social need. They are responsible for making the 'offer' of a place.
- 9.3 The Governors' Admissions Committee, under the guidance of the Headmaster, with the Leadership Group, and the Registrar, review the admissions arrangements each year.
- 9.4 The Registrar is responsible for the organisation of the admissions procedures.
- 9.5 The Headmaster and the Leadership Group, with others designated, supervise and mark tests and conduct the suitability for boarding interviews.
- 9.6 The Governors' Appeals Committee hears Appeals against decisions made by the Governors' Admissions Committee.

## 10. MONITORING AND EVALUATION

- 10.1 Monitoring and evaluation is carried out annually by the Governors' Admissions Committee, the Headmaster, the Leadership Group and the Registrar, taking into account the issues which have arisen during the admissions process and of any changes in legislation.