



Invicta

Grammar School

Admissions and Sixth Form Admissions

Key document details

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Policy type
Admissions

Colleague responsible:
Mrs Derrick

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Year 7 Admissions: September 2020

Invicta Grammar School complies with the Co-ordinated Admission Scheme which is administered by Kent Local Authority, details of which are outlined in the KCC published booklet 'Determined Co-ordinated Scheme for Secondary Admissions: Academic Year 2020/21'. Detailed information about the school is available in the prospectus which can be found on the school website www.invicta.viat.org.uk. Girls are normally admitted at age 11, when all students must have gained a selective place through the Kent Procedure for Entry to Secondary Education (the Kent Test) and placed Invicta Grammar School on their Secondary Common Application Form (SCAF), in order to be eligible for admission. Details of the Kent Test are available from the KCC website www.kent.gov.uk. There is no guarantee of a place to applicants who meet the over-subscription criteria.

The Published Admissions Number is 240. The school is usually over-subscribed. Before the application of oversubscription criteria, children with an Education Health Care Plan (EHCP), who name the school and students who are or who have been Looked After will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

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; or
3. When a parent has failed to notify the school of important changes to the application information; or
4. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application for a parent.

Oversubscription Criteria

If the number of preferences for the school is more than the number of places available, places will be allocated to eligible girls in the following priority order:

- a) **Looked after children and children** who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with a accommodation by a local authority in the exercise of their social services functions (see the definition in Section 221(1) of the Children Act 1989).
- b) **Current Family Association** – a sister or brother attending Invicta Grammar School at the time the child starts. In this context sister or brother means children who live as sister or brother, in the same house including natural sisters and brothers, adopted siblings, stepsisters or brothers and foster sisters and brothers.
- c) **Medical, Health and Special Access Reasons** – medical, health, 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 Invicta Grammar School. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means there is a demonstrable and significant need for their child to attend Invicta Grammar School. All claims under this criteria must be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Invicta Grammar School.

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- d) **Children in receipt of 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 girls 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 in 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 for Pupil Premium Information available on the school website, www.invicta.viat.org.uk/195/policies-and-documents, and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.
- e) **Children of Permanent Members of Staff** – Children of staff who work at the school, full time with at least two years' continuous employment or where the school Trust considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- f) **Nearness of children's home 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 data. Distances are measured from a point defined as within the child's home to point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

The school uses measurements provided by the Local Authority and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the 'Admission to Secondary School in Kent' booklet provided by the KCC. 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 accordance with the KCC definition). In the event that the final place offered from the ranked list falls to a student 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 of the Kent Admissions booklet regarding residency in Kent.

Home address:

We will accept as a student'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:

- i owned by the child's parent, parents or guardian; or*
- ii 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 Trust 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.

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Waiting lists will be maintained up to January 2021.

Admission to Year 7 outside of the normal age group:

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at www.kent.gov.uk/schooladmissions.

In Year Transfer

Applicants at a time later than the normal admissions age should apply direct to Invicta Grammar School and will be tested by the school to obtain evidence of ability to keep pace with the work of this selective school. In addition to this, parents must apply to the Local Authority via the 'In Year Common Application Form'. This can be done via the link below:

https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf

Details of the testing process are detailed below.

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 and ranked according to the over-subscription criteria.

Parents have a statutory right of appeal should an application be refused and can do so by writing to The Clerk of the Governors, Admissions, Invicta Grammar School, Huntsman Lane, Maidstone, Kent ME14 5DS.

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In Year Testing Process:

Students applying to join Invicta Grammar School mid-year, will be required to sit internal tests to assess the student's suitability for education in a selective environment. Students will be required to visit the school for one day to sit a selection of tests as detailed below:

Cognitive Ability tests to include:

- Maths
- Verbal
- Non-verbal
- Reasoning

Student's scores should place them in the top 25% of the ability range in all three tests.

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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.

Sixth Form Admissions

This admissions policy applies to students seeking admission to Year 12 at Invicta Grammar School. Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in the Autumn term.

Sixth Form Admissions arrangements – Mixed in Sixth Form

Number of additional Year 12 places available for students being admitted to the school for the first time: 50.

The majority of our students in Year 11 continue with their studies into our Sixth Form and priority is given to existing students transferring from Year 11. The school has 50 places available for external students who wish to join Year 12. The PAN for external candidates of 50 may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall total figure for the year group.

Admission to Year 12:

All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements which are detailed on the Sixth Form section of the school website.

Year 11 students will be offered a place and invited to make A level choices by December 2019. External applicants should apply using the area electronic application procedure choosing a minimum of three Advanced level subjects. Applications should be received by the date specified on the Sixth Form section of the school website. Applications received after this deadline, will be placed on a waiting list. Students who meet the entry criteria will be sent an offer

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and will be invited to visit the school to discuss suitability of their choice of course with a senior member of staff on GCSE results day.

Students holding conditional offers will have their place confirmed, following receipt of GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results. Alternative provision will be discussed for internal candidates who not fulfil the entry requirements for the Sixth Form on GCSE results day.

Once 50 conditional offers to external candidates have been made, external candidates who meet the school entry requirements will be placed on a waiting list and allocated a place following the our over-subscription criteria detailed above for Year 7 admissions.

