



## **CRANBROOK SCHOOL DAY ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2024**

### **1. PHILOSOPHY**

- 1.1 This policy is in accordance with the statutory requirements of the 2022 Schools Admissions Code.
- 1.2 The School is an Academy and the Governors have sole 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 School will admit 90 day students to Year 7.
- 1.6 The total number of places available within Year 9 will be 150 (98 day and 52 boarding (34 boys & 18 girls)). 60 day places will be taken by existing students progressing from Year 8. The Published Admission Number (PAN) for 2024 entry therefore is 90 places (38 day and 52 boarding (34 boys & 18 girls)).
- 1.7 Applications for Year 7 comply with the Co-ordinated Admission Scheme which is administered by Kent County Council. All day students must be assessed suitable for grammar school through the Kent PESE.
- 1.8 Applications for Year 9 comply with the Co-ordinated Admission Scheme, which is administered by Kent County Council. All students must be assessed suitable for grammar school through the Cranbrook Entrance Exam. An Application Form can be downloaded from the School's website during the period of application which closes on October 31<sup>st</sup> 2023. In Year Application Forms are available from the Registrars' Office at the School or email [registrar@cranbrook.kent.sch.uk](mailto:registrar@cranbrook.kent.sch.uk).
- 1.9 This Admissions Policy applies to entry to the School as a day student. Boarding entry is subject to a separate Policy and procedure.

### **2. ADMISSION ARRANGEMENTS AND PRACTICE**

#### **2.1.1 Year 7 Selection**

- a. The usual age for entry into Year 7 is 11. Candidates applying out of year will be considered on an individual case basis by the Governors' Admissions Committee. For advice on applying to Year 7 outside the normal age group please refer to [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).
- b. Day candidates take the Kent PESE test, also known as the 11+. It will be the parents' responsibility to ensure that their child takes this test.
- c. Parents will be informed by Kent County Council before October 31<sup>st</sup> each year the results of the test.
- d. If your child has special educational needs, you will need to discuss these with Kent County Council's Admissions Team.

## 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 Kent PESE test for Year 7 will be admitted. As a result of this the PAN will be reduced accordingly. All candidates assessed as academically suitable for the School 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. Those children entitled to the Pupil Premium within the priority area, (refer to Section 3). 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 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 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 (online at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions) or paper Secondary Common Application Form) naming Cranbrook School, otherwise their child cannot be considered for a place.
- c. Those candidates within the priority area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.  
Examples of social need may be medical, health, social and special access reasons. All 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 means they have a demonstrable and significant need to attend Cranbrook 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 a particular school.
- d. Those candidates who live within the Priority Area and who have a sibling already at the School at the point of admission. 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 sisters.
- e. Where the child is the son or daughter of a member of the school's teaching or support staff who fulfil a minimum of 0.5 of a full time role, in either or both of the following circumstances: a) where the member of staff has been employed at the School for two or more years at the time application for admission is made, and/or b) the member of staff is recruited to fill a vacant post in the School for which there is a demonstrable skill shortage for the requirements of the post.
- f. Those candidates whose permanent principal private residence is within the priority area (see 3.1 below), prioritised in order of their score in the Kent PESE test. Where scores are equal, a candidate will be prioritised by distance from their permanent principal private residence to the front entrance of the School. A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.

- g. Those candidates living outside the priority area prioritised in order of their score in the Kent PESE test.

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.

### Late Applications

Parents that were not included in the original round of offers due to late application will initially be offered a place in the reallocation administered by Kent County Council. The deadline for inclusion in this reallocation and any subsequent offers will be made on a date set out in the Guidance Table of the Kent Co-ordinated Scheme for Transfer to Year 7, when published.

Where an application is received after the above timescale, the application will be considered after those who applied within the published timescales and will be ranked in accordance with the school's oversubscription criteria.

## 2.2 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. Candidates take the Cranbrook School Entrance Exam, which will be made up of an English and Maths paper, together with an objective test.
- c. The pass mark will be set each year depending on the academic standards of the students applying, and will reflect the academic standard required to thrive at Cranbrook School
- d. All candidates are ranked by final mean mark and the oversubscription criteria.

### 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 School Entrance Exam for entry into Year 9, will be admitted. As a result of this the PAN will be reduced accordingly. All candidates assessed as academically suitable for the School 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. Those children entitled to the Pupil Premium within the priority area, (refer to Section 3). 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 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 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 (online at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions) or paper Secondary Common Application Form) naming Cranbrook School, otherwise their child cannot be considered for a place.
- c. Those candidates within the priority area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.  
Examples of social need may be medical, health, social and special access reasons. All 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 means they have a demonstrable and significant need to attend Cranbrook 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 a particular school.
- d. Those candidates who live within the Priority Area and who have a sibling already at the School at the point of admission. 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 sisters.
- e. Where the child is the son or daughter of a member of the school's teaching or support staff who fulfil a minimum of 0.5 of a full time role, in either or both of the following circumstances: a) where the member of staff has been employed at the School for two or more years at the time application for admission is made, and/or b) the member of staff is recruited to fill a vacant post in the School for which there is a demonstrable skill shortage for the requirements of the post.
- f. Those candidates whose permanent principal private residence is within the priority area (see 3.1 below), prioritised in order of their score in the Cranbrook Entrance Exam. Where scores are equal, a candidate will be prioritised by distance from their permanent principal private residence to the front entrance of the School. A block of flats has a single address point of reference, so applicants living in the same block of flats will be regarded as living the same distance away from the School.
- g. Those candidates living outside the priority area prioritised in order of their score in the Cranbrook Entrance Exam.

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.

#### Late Applications

Where an application for entry to Year 9 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 2023 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 reserve the right to reduce or increase the PAN accordingly.

Applications will be considered on the following basis:

- a. Applications must be made by the 17<sup>th</sup> December 2023 and must include the candidate's predicted grades at GCSE or equivalent;
- b. Candidates must study a minimum of 3 subjects in Year 12 as well as the Cranbrook Diploma;
- c. Those candidates who have studied 9 or fewer subjects at GCSE must achieve a minimum of 45 points at GCSE, or the equivalent for candidates overseas. Those candidates who have studied 10 or more subjects must achieve a minimum of 48 points, or the equivalent for candidates overseas:
  - Points will be on a 1-9 point scale, where Grade 1=1 and 2=2 etc.
  - At least a Grade 6 at GCSE in the subject chosen for A Level (or its nearest equivalent).
  - At least a Grade 8 at GCSE Maths to study Further Maths at A-level.
  - At least a Grade 4 in English and Maths at GCSE.
- d. Candidates will be prioritised in order of their predicted GCSE (or equivalent) total points score.
- e. Candidates applying outside of their chronological age group will be considered on an individual case basis by the Governors' Admissions Committee.

Offers are made on the basis that the minimum predicted grades are achieved in the GCSE exams 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 needs (Educational Health and Care Plan), which names the school, and have qualified for entry into Year 12, will be admitted. As a result of this the PAN will be reduced accordingly.

- 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. Those children entitled to the pupil premium within the geographical area (refer to Section 3).  
 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 December 15<sup>th</sup> in the year of application. Parents must also complete an application (via online or paper Cranbrook Sixth Form Application Form) otherwise their child cannot be considered for a place.
- c. Those candidates within the priority area for whom attendance at the School as a day student is a social need. Application for qualification under this criterion must be made to the Governors' Admissions Committee at the time of registration.  
 Examples of social need may be medical, health, social and special access reasons. All 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 means they have a demonstrable and significant need to attend Cranbrook 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 a particular school.
- d. Those candidates who live within the Priority Area and who have a sibling already at the School at the point of admission. 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 sisters.
- e. Where the child is the son or daughter of a member of the school's teaching or support staff who fulfil a minimum of 0.5 of a full time role, in either or both of the following circumstances: a) where the member of staff has been employed at the School for two or more years at the time application for admission is made, and/or b) the member of staff is recruited to fill a vacant post in the School for which there is a demonstrable skill shortage for the requirements of the post.
- f. For entry to Years 12 and 13, those candidates whose permanent principal private residence is within the priority area as defined in 3.1 below, prioritised by predicted GCSE results. Where actual GCSE results are equal, candidates will be prioritised by distance from permanent principal private residence to school.
- g. For entry to Years 12 and 13, those candidates who are living outside the priority area as defined in 3.1 below, prioritised by predicted GCSE results.

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.

## 2.4 Casual Admissions

It is rare for a vacancy to exist in either Years 7 to 11, but if one exists then applications will be considered on the following basis:

- a. Candidates in all year groups *except Year 9* 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.b)
- c. 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.
- d. Candidates applying out of year will be considered on an individual case basis by the Governors' Admission Committee.

Information on how to make an In-Year Application and how they will be dealt with is available on the School website.

## 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 The permanent principal private residence address at the closing date for applications, will be the address taken for the purpose of qualifying those who are living within the priority area. If you are not living in the property at the time of application, you will need to provide appropriate documentation to demonstrate that you intend to do so. Where parents are asked to give proof of their residence in the priority area, the Governors will require:

- a. sight of the signed and witnessed rental agreement or of the signed completion memorandum where a property has been purchased and
- b. sight of originals of two different utilities bills dated within the last 3 months AND the Council Tax bill.

If this information is not provided within two weeks of the request, the Governors will be unable to assess whether the candidate lives within the priority area. This may impact on the candidate's priority for admission.

3.5 The Governors may check Electoral Rolls and reserve the right to make any other reasonable enquiries they deem necessary.

3.6 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.

3.7 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 the 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 residence in the priority area or a false claim to the right to a UK state education).

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

- 5.1 The school operates on the basis that it has in each year group 52 boarding places (Years 9-11) and 98 day places (Years 9-11).
- 5.2 Transfer between boarding and day and vice-versa is not permitted, prior to the end of Year 11, unless for sound pastoral or financial reasons.
- 5.3 The permanent principal private residence must also be within the Priority Area in order to move 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 For Years 9 to 11 a term's notice must be given for any application to transfer. Any application to transfer with less than a term's notice will require the parent to make payment of the next term's fees. For Years 12 and 13 any application to transfer with less than two term's notice will require the parent to make payment of the next two term's fees.
- 5.7 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 reasons for transfer will require a Financial Hardship Form to be completed, which will be considered by the Governors Financial Hardship Committee.

#### **6. APPEALS PROCEDURES**

- 6.1 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 lodged. 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 heard 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 appellant and the School.
- 6.2 Appeals against decisions under Section 5 above do not fall within the remit of the independent appeals procedure and will be considered by the Governors' Appeals Committee.



## **7. WAITING LISTS**

- 7.1 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 School Admissions Code 2022.

## **8. ROLES AND RESPONSIBILITIES**

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

## **9. MONITORING AND EVALUATION**

- 9.1 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.



## Cranbrook School Supplementary Form for Pupil Premium Information

- To be eligible for 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 been eligible to receive Universal Infant Free School Meals. Children in Local Authority Care, or previously in Local Authority Care, are also eligible.

- Please fill in the details below and send the form back to the School with your evidence by the 31 October latest.
- Evidence can take the form of:  
Email/letter from KCC or email/letter from current school confirming FSM status  
Copy Adoption Order

<b>CHILD'S DETAILS:</b>			
<b>Forename:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>			
<b>Address:</b> (This address will be used on all future correspondence unless otherwise notified - please use house numbers and names where applicable.)			
Postcode:			
<b>Current School:</b>		LA	DFE
<b>PARENT/CARER DETAILS:</b>			
<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>	<b>Relationship to Child:</b>
<b>Telephone Numbers:</b>	<b>1:</b>	<b>2:</b>	
<b>Email Address:</b>			
<b>Signature:</b>		<b>Print Name:</b>	

Please return to:  
Andrea Baker - Registrar, Cranbrook School, Waterloo Road, Cranbrook, Kent, TN17 3JD. Email: [bakera@cranbrook.kent.sch.uk](mailto:bakera@cranbrook.kent.sch.uk)