

# THE SKINNERS' SCHOOL, TUNBRIDGE WELLS

## ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO THE SCHOOL FROM SEPTEMBER 2019

### A. General

The School intends to offer 160 places each year for boys aged 11. This is the Pupil Admission Number (PAN).

Boys will normally be admitted at age 11, and also to the Sixth Form. Selection is through Kent County Council's Procedure for Entrance to Secondary Education (PESE), the "Kent Test". For boys aged 12 or more seeking a place through casual entrance procedures, evidence obtained in examination of ability to keep pace with the work of the School will justify consideration for admission. Such pupils will only be admitted when the number of pupils in the relevant year group falls below the PAN.

### B. Over-subscription

Skinners' School is part of the Co-ordinated Admission Scheme, which is administered by the Kent Local Authority. All pupils must have gained a grammar assessment through the Kent PESE.

Before the application of oversubscription criteria, children with a statement of special educational needs, or an Education, Health and Care Plan, which names the school, will be admitted. As a result of this, the published admission number will be reduced accordingly.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order of priority set out below:

1. **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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 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).
2. **Up to 140 places will be offered to children in the West Kent Area**, which covers the area within three miles of the school measured by straight line distance, plus the following named parishes:

Bidborough	Brasted	Brenchley
Capel	Chevening	Chiddingstone
Cowden	Dunton Green	Edenbridge
Goudhurst	Hadlow	Hever
Hildenborough	Horsmonden	Ightham
Kemsing	Lamberhurst	Leigh
Otford	Paddock Wood	Pembury
Penshurst	Plaxtol	Riverhead
Rustall	Seal	Sevenoaks
Sevenoaks Weald	Shipbourne	Shoreham
Southborough	Speldhurst	Sundridge with Ide Hill
Tonbridge	Tunbridge Wells	Westerham

a) **Up to 8 places to pupils, from the defined West Kent Area, registered in that academic year for Free School Meals.** Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. *(In the event that there are more than 5 valid applications in this category, applicants will be ranked according to their aggregate scores in the Kent Test, the highest score being given the highest rank. If there are fewer than 5 valid applications in this category the remaining places will be offered under criterion b below.)*

b) Up to 132 places to other pupils from the defined West Kent Area, prioritised as follows:

- (i) those living in the West Kent Area scoring 360 or over, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

In the event of there not being 132 scoring 360 or over:

- (ii) those living in the West Kent Area scoring under 360, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

3. **Up to 20 places will be offered to children in the Outer Area**, which is defined as being outside the West Kent Area described above, but within the mainland of the United Kingdom.
- a) **Up to 2 places to pupils, from the Outer Area, registered in that academic year for Free School Meals.** Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place. *(In the event that there are more than 5 valid applications in this category, applicants will be ranked according to their aggregate scores in the Kent Test, the highest score being given the highest rank. If there are fewer than 5 valid applications in this category the remaining places will be offered under criterion b below.)*
- b) **Up to 18 places to pupils from the defined Outer Area**, prioritised as follows:
- (i) those living in the defined Outer Area scoring 360 or over, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

In the event of there not being 18 scoring 360 or over:

- (ii) those living in the defined Outer Area scoring under 360, ranked in order of a) siblings attending the school at the time of application; b) sons of members of staff with at least two years' service at the time application for admission is made, or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage; c) those living the shortest distance from the school.

**Siblings** - children who live in the same house as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

**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.

The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which the child might sometimes stay or sleep due to specific domestic or special arrangements. The address must be the pupil's home address on the day the parent completed the application form and which is 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.

If one parent lives separately from their partner but shares responsibility for the child, and the child lives at two different addresses during the week, the school will regard the home address as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

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.

### **C. Sixth Form**

To enter the Sixth Form at Skinners' pupils would need:

- A total of 50 points across a pupil's 'best 8' GCSEs with the grade number (9-1) contributing the relevant number of points.
- At least grade 7 at GCSE in the following subjects, in order to study that subject at A level: Maths, Physics, Chemistry, French and German.
- At least grade 4 in English and Maths at GCSE.

These criteria would apply to internal and external applicants to the Sixth Form. In the event of over-subscription for Sixth Form places, priority will be given to existing pupils transferring from Year 11. The PAN for external candidates will be 15 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than is required to provide an overall total figure for the Sixth Form, which is 270.

The School will meet Sixth Form applicants, whether internal or external, to ensure that subject choices are appropriate and available. Applicants will not be interviewed; no non-academic context will be a factor in selection. In the event of over-subscription for Sixth Form places, those external candidates with the best academic record at GCSE, whose subject option choices can be offered, will be admitted.

### **3. Admission arrangements for children to be taught outside their expected year group**

Requests for admission outside the child's expected year group must be made to the Headmaster as far as possible before the autumn closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. Parents should complete a normal application in addition, in case their request is declined. If the request for admission outside expected year is agreed, a paper CAF must be submitted to the LA with copies of the written agreement from the school.

*February 2018*



## ADMISSION TO THE SKINNERS' SCHOOL 2019 SUPPLEMENTARY INFORMATION FORM

Please read the School Admissions Policy and your Local Authority booklet before completing this form. They will explain the application process and by what date forms must be completed.

**Only complete this form if your son is currently in receipt of free school meals. If he is currently in receipt of free school meals and you do not complete this form the Governors will not be able to place your application in the correct category. Remember you must also complete the Secondary Common Application Form.**

### Pupil details

Full name & date of birth:	Home address (including postcode):
School(s) attended during the last two years (with dates of attendance):	

**Parents/Guardians** (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:	Name:
Address:	Address:
Home Telephone Number:	Home Telephone Number:
Mobile Number:	Mobile Number:
Email Address:	Email Address:

Is your son currently in receipt of Free School Meals (ie. in Year 6)?

Please read the following declaration carefully, then sign and return the form to **The Admissions Secretary, The Skinners' School, St John's Road, Tunbridge Wells, Kent TN4 9PG** by **31 October 2018** (for Year 7 September 2019 applications). Forms received after that date will be treated as late applications.

I confirm that the information I have supplied is true and accurate. **I attach appropriate evidence.**  
(This will be checked with your Local Authority.)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_