

# HIGHWORTH GRAMMAR SCHOOL TRUST

## ADMISSIONS POLICY

This Policy applies to admissions from September 2023



**Review Body:** Mr D Beer/Full Governing Body

**Review Period:** Annual

**Last Reviewed:** February 2022

**Review Date:** February 2023

**Link Policies:** Equality

Highworth Grammar School is an 11-18 selective girls' grammar school with boys in the Sixth Form. At age 11, students will need to reach the required standard in the Kent Test for admission into Year 7.

For students entering the Sixth Form, they will need to meet the required standard as outlined below.

### **Admissions From Year 6 to Year 7**

This is the LA (Local Authority) Admissions Procedure for Entry to Secondary Education (PESE). All PESE admissions are coordinated by Kent County Council. Currently our Pupil Admission Number (PAN) is 210. **Entry is through the Kent assessment procedure.**

### **Oversubscription Criteria (Year 6 to Year 7)**

Before applying the oversubscription criteria, children with an Education and Health Care Plan which names the school will be admitted; published admissions numbers 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 girls in the following priority order:

- **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 including those who appear [to the admissions authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 definition in Section 22(1) of the Children Act 1989).
- **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 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 criterion must ensure they complete the attached Supplementary Form for Pupil Premium Information (Appendix 1) 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.
- **Current Family Association** - A sibling attending the school when the child starts. In this context sibling means a child who lives as a sibling in the same house, including natural siblings, adopted siblings, stepsiblings and foster siblings.

- **Health and Special Access Reasons** - Medical, health, social 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 a particular school. Equally this priority will apply to children whose parents'/carers' physical or mental health or social needs mean 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 particular school.
- **Nearness of children's homes to school** - We use 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 a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.
- If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its PAN after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.
- Where two children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other.
- Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of the school as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date. Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start. Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 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. If the request is declined, a school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named 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](http://www.kent.gov.uk/schooladmissions)

### **Admissions to Other Year Groups (In Year Admissions)**

#### ***From within Kent: Year 7 - 11***

Applications should be made to the school initially via the submission of an In Year Common Application Form (IYCAF) which can be downloaded from the Kent County Council website: [https://www.kent.gov.uk/data/assets/pdf\\_file/0012/3522/in-year-admission-form.pdf](https://www.kent.gov.uk/data/assets/pdf_file/0012/3522/in-year-admission-form.pdf)

### ***From outside Kent: Year 7 - 11***

KCC has made an agreement with bordering counties that applicants from outside Kent may apply for Kent schools using the Kent IYCAF. Applicants from abroad intending to settle in Kent should also use this form, but their application may not be processed until evidence has been received to show that the move is taking place (e.g. an exchange of contracts or a rental agreement on a property in Kent). Applicants from further afield in the UK should check the procedure with their LA as they may be required to apply via their own form.

### **Year 7**

If the student is at a current Kent Grammar School in Year 7 (having passed the Kent Test) and a place is available, Highworth Grammar School will offer a place without the need for testing, as the 'G' Assessment in the Kent Test will still be valid. If a place is not available, the application will be refused but the parents can appeal for a place without their daughter being re-tested.

If a Year 7 student did not take the Kent Test in Year 6, she can take it by arrangement with the school up to 31 December of that year (in conjunction with completing an IYCAF and applying to the school in the first instance). From 1 January annually, applicants to Year 7 will sit Highworth's own entrance test.

Girls who were 'H' Assessed following the Kent Test cannot apply again for Year 7 but can sit Highworth's entrance test for Year 8 commencing the following September. Test sessions for these applicants will be held during Term 6, in May or June.

### **Year 8 to Year 11**

For applications to Year 8 and above, all students should be tested, regardless of where they currently go to school or their Kent Test result, if they have one.

If the student attends a local Ashford school, on receipt of the application, the Admissions Officer will send a letter to the Headteacher of that school to inform him/her that an application has been received and to ask for any available national test results. A letter will be sent to the family to inform them of the test date and to request a copy of their daughter's most recent school report and attendance record, a copy of her passport or birth certificate (in order that the correct test is selected for the age and year group) and to ascertain which languages have been/will be studied and to what degree. It is necessary to establish at the outset which Modern Foreign Languages are being studied since students can only be admitted into language groups where there is a vacancy.

Applications to Year 9, Year 10 and Year 11 are normally only considered if the applicant has moved to Kent from out of the area or abroad, as integration into these year groups is difficult owing to GCSE courses being well underway. A Year 11 applicant, if offered a place, may have to be prepared to re-start in Year 10 and similarly Year 10 into Year 9 and Year 9 into Year 8.

Parents will be notified in writing within 15 school days from receipt of their in year application of the next available testing date. If the child has moved into the area and does not have a school place, an earlier testing date may be offered.

### **Oversubscription Criteria (Year 7 to Year 11)**

If the number of eligible applicants exceeds the number of places available, applicants will be ranked according to the school's oversubscription criteria.

### **Appeals**

Should an application for a place be refused, parents/carers have a statutory right of appeal which will be held by an independent appeal panel, parents/carers should write to The Clerk to the Governors at the school.

### **Sixth Form Admissions**

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 obtaining a minimum of:

- At least 6 GCSE subjects at Grade 6 or above
- At least a Grade 5 in English
- At least a Grade 5 in Mathematics
- The specific entry requirements for each A Level subject

The admission number for external candidates will vary according to the number of internal pupils transferring into Year 12. The maximum number of places in Year 12 is **235**.

Students will be expected to enrol on a two year, full time, planned programme of study. International students may also be admitted to the Sixth Form, but are required to provide certified evidence that they have achieved the equivalent of Maths and English at GCSE grade 5 or above. We also admit a limited number of international 'guest' students in Year 12, usually for no more than two terms and subject to certain conditions.

### **Oversubscription Criteria (Sixth Form)**

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the general entry requirements. Where there are more learners seeking places than the number of places available, the oversubscription criteria will be applied in the order set out above to rank students, until the overall figure for the year group is reached.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a) When the parent or learner has failed to respond to an offer within a reasonable time (2 weeks); or
- b) When a parent or learner 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 the parent or learner.

### **Offers and Appeals (Sixth Form)**

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above entrance criteria are achieved in the final examinations prior to entry to the Sixth Form and the student's chosen subjects can be accommodated on the timetable in feasible group sizes.

All offers made during Year 11 are conditional on students meeting the entrance criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offers will be made by letter before the end of May. Offers will be confirmed once the school has seen verification of GCSE results in August.

Where learners have achieved better results 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.

Should an application for a place be refused, parents/carers have a statutory right of appeal which will be held by an independent appeal panel. Parents/carers should write to the Clerk to the Governors at the school.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

**Waiting List (All Years)**

A waiting list will be held, ranked according to the oversubscription criteria, until January of the year following.

**General (All Years)**

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within two weeks; or
- where the school has been given inaccurate information

## HIGHWORTH GRAMMAR SCHOOL SUPPLEMENTARY FORM FOR PUPIL PREMIUM INFORMATION

<b>Eligibility:</b> <i>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 those 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.</i>			
<b>Evidence Required:</b> <i>Please see <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> for details of eligibility criteria and what evidence is required.</i>			
<b>CHILD'S DETAILS</b>			
<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>DATE OF BIRTH:</b>			
<b>ADDRESS:</b>			<b>POSTCODE:</b>
<b>CURRENT SCHOOL:</b>			
<b>PARENT/CARER DETAILS:</b>			
<b>TITLE:</b>	<b>FORENAME:</b>	<b>SURNAME:</b>	<b>RELATIONSHIP TO CHILD</b>
<b>TELEPHONE NUMBER 1:</b>		<b>TELEPHONE NUMBER 2:</b>	
<b>EMAIL ADDRESS:</b>			
<b>DECLARATION:</b> I confirm the information supplied is true and accurate and I consent to eligibility checks being made.			
<b>SIGNED:</b>		<b>PRINT NAME:</b>	<b>DATE:</b>

Please complete and return this form along with evidence of eligibility BY 31 OCTOBER to the Admissions Officer, Highworth Grammar School, Maidstone Road, Ashford, Kent TN24 8UD  
[j.kemp@highworth.kent.sch.uk](mailto:j.kemp@highworth.kent.sch.uk)

Parents must also complete a Secondary Common Application Form either online via [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by paper SCAF and return to Kent County Council.