Admissions

Policy

This policy applies to admissions from September 2027

Review Body	Headteacher / Full Governing Body
Review Period	Annual
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Next Review Date	February 2027
Link policies	Equality
Date approved by Governing Body (if applicable)	11 March 2026
Chair of Governing Body Committee signature	Dr Sue Soan

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Appendix 1

Highworth Grammar School Supplementary Form for Pupil Premium Information and Highworth Grammar School Supplementary Form for Pupil Premium Information Sixth Form Applications.

Policy Statement

Highworth Grammar School is an 11-18 selective girls' grammar school. It is single sex entry (girls only) for Years 7 to 11 but permits entry for boys in the Sixth Form only. At age 11, students will need to reach the required standard in the Kent Test for admission into Year 7. As an academy trust, the school is its own admissions authority.

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

Oversubscription Criteria: Year 6 to Year 7, Year 7 to Year 11

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[1]. 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 Targeted Free School Meals and Pupil Premium** - Families on Universal Credit are eligible for either Targeted or Expanded Free School Meals (FSM), depending on their individual circumstances. Priority under this category will be given to those children in receipt of **Targeted FSM and Pupil Premium**. This does not include children who have only been eligible to receive Universal Infant Free School Meals or those who are eligible for Expanded FSM. 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/Carers 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/Carers 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 the school. This priority will also apply to children whose parents'/carers' physical or mental health or social needs mean that they have

[1] *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.*

a demonstrable and significant need to attend the 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 school.

- **Nearness of Children's Homes to School** - We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

- **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 school 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 overseen by someone independent of the school will be used** to establish which is ranked ahead of the other.

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 Published Admission Number (PAN) is 210. **Entry is through the Kent assessment procedure** and only girls obtaining selective assessment will be considered for entry**.**

Requests for 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 of the school as early as possible to allow the school sufficient time to make a decision before the closing date. Where a parent/carer 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/carer 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/Carers 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/Carers 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. Any such request will have regard to the supporting evidence for the request, and the views of the Headteacher, and the final decision will be made in the best interests of the student.

If the request is declined, a school may offer a Year 8 place as an alternative or simply refuse the application 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.

Admissions to Other Year Groups (In Year Admissions)

From Within Kent: Year 7 to Year 11

Applications should be made to the school initially via the submission of an In Year Application Form (IYAF) which can be downloaded from the Kent County Council website:
https://www.kent.gov.uk/_data/assets/pdf_file/0009/196299/in-year-application-form.pdf

From Outside Kent: Year 7 to Year 11

KCC has made an agreement with bordering counties that applicants from outside Kent may apply for Kent schools using the Kent IYAF. 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/carers 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 IYAF and applying to the school in the first instance). From 1 January annually, applicants to Year 7 will sit Highworth's own entrance test. The test we use is GL Assessment's Cognitive Abilities Test (CAT4), plus a piece of writing.

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 will be tested, regardless of where they currently go to school or their Kent Test result, if they have one, and will sit Highworth's own entrance test. The test we use is GL Assessment's Cognitive Abilities Test (CAT4), plus a piece of writing.

Parents/Carers 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. A letter will be sent to the family to inform them of the test date and to request, a copy of her passport or birth certificate (in order that the correct test is selected for the age and year group).

Applications to 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.

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.

Withdrawing a Place: Year 7 to Year 11

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

- when a parent/carer has failed to respond to an offer within two weeks; or
- where the school has offered the place on the basis of a fraudulent or intentionally misleading application.

Appeals: Year 7 to Year 11

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

Admission to the Sixth Form will be as a result of applicants obtaining a minimum of:

- 6 GCSE subjects at Grade 6 or above (where an applicant has studied a BTEC qualification, the minimum standard is a Merit)
- a Grade 5 in English
- a Grade 5 in Mathematics
- the specific entry requirements for each A Level subject

Existing Year 11 students of Highworth Grammar School who meet the entrance criteria will be admitted to the Sixth Form. The published admission number for external candidates is 26; this is a minimum number. The maximum number of external candidates admitted will vary according to the number of internal students transferring into Year 12. The maximum overall number of places in Year 12 is **235.** Students will be expected to enrol on a two-year, full time (i.e. 3 A Levels), planned programme of study.

International students may also apply to 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. A meeting with the Head of Sixth Form will be held to identify that relevant comparable entry criteria are met. The school will be the sole arbiter of measures of equivalence when students have sat examinations other than GCSEs.

Oversubscription Criteria: Sixth Form

Following the offers made to internal students transferring from Year 11, all remaining places will be allocated to students who, based on predicted grades from their current school, are meeting our general entry requirements. Where there are more students seeking places than the number of places

available, the oversubscription criteria will be applied in the order set out below to rank students, until the overall figure for the year group is reached.

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.

- **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[2]. 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).

- **Qualifying applicants in receipt of Pupil Premium at the time of application**. Students 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 5 February 2027.

- **Eligible students who are likely to achieve the highest academic grades based on GCSE predictions from their current school.** GCSEs already certified will be counted. This will be measured by ranked average predicted performance points score in their best 8 qualifications, the highest score being given the highest rank. The school will be the sole arbiter of measures of equivalence when students have sat examinations other than GCSEs. IGCSEs are considered to be equal to GCSE grades.

- **Where two applicants have an otherwise equal priority under the oversubscription criteria, the nearness of an applicant's home address to school will be the decider**. Distance is 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 applicant'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.

Withdrawing a Place: Sixth Form

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

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

[2] *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.*

Requests for Admission to Year 12 Outside of the Normal Age Group

Requests for admission to Year 12 outside of the normal age group should be made to the Headteacher at the point of applying for a place for the Sixth Form. Where a parent/carer is requesting for their child to apply a year early, parents/carers are required to contact the school outlining the fact that their child will have achieved their GCSEs on entry to Year 12. Where a parent/carer is requesting for their child to apply a year later than expected, they should make their request at the earliest opportunity. Parents/Carers must give details of all secondary education their child has received and details of why they are applying a year later than expected. Any such request will have regard to the supporting evidence for the request, and the views of the Headteacher, and the final decision will be made in the best interests of the student.

Offers: 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 students failing to meet the required entry levels.

Internal Reviews: Sixth Form

Should an offer holder (internal or external) fail to achieve the pre-requisite grades for entry in to the Sixth Form, they may apply to the Governor Review Committee wherein mitigating factors may be presented and the Governor Review Committee will determine whether a place should be offered in the Sixth Form. If the Governor Review Committee determines that no place should be offered notwithstanding the mitigating circumstances, a right of appeal as set out below still applies.

Appeals: Sixth Form

Should an application for a place in the Sixth Form be refused, parents/carers and the applicant both have a statutory right of appeal which will be heard by an independent appeal panel. Parents/Carers and students who wish to appeal 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, including all those with a conditional offer and those on the waiting list.

Waiting Lists

A waiting list will be held for all Year Groups, ranked according to the oversubscription criteria, until January of the year following. Every time a child is added to the waiting list, it will be re-ranked in line with the published oversubscription criteria.

APPENDIX 1

HIGHWORTH GRAMMAR SCHOOL
SUPPLEMENTARY FORM FOR PUPIL PREMIUM INFORMATION

Eligibility:
*Families on Universal Credit who are eligible for **Targeted Free School Meals and Pupil Premium**. This does not include children who have only been eligible to receive Universal Infant Free School Meals or those who are eligible for Expanded FSM. 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.*

Evidence Required:
Please see https://www.gov.uk/apply-free-school-meals for details of eligibility criteria. Suitable evidence, such as an email from the DfE confirming eligibility, will need to accompany this form.

CHILD'S DETAILS		
FORENAME:	**SURNAME:**	**DATE OF BIRTH:**
ADDRESS:		**POSTCODE:**
CURRENT SCHOOL:		

PARENT/CARER DETAILS:			
TITLE:	**FORENAME:**	**SURNAME:**	**RELATIONSHIP TO CHILD:**
TELPHONE NUMBER 1:		**TELEPHONE NUMBER 2:**	
EMAIL ADDRESS:			

DECLARATION: I confirm the information supplied is true and accurate and I consent to eligibility checks being made.		
SIGNED:	**PRINT NAME:**	**DATE:**

Please complete and return this form along with evidence of eligibility by **31 OCTOBER 2026** to the Admissions Officer, Highworth Grammar School, Maidstone Road, Ashford, Kent TN24 8UD j.kemp@highworth.kent.sch.uk.

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

HIGHWORTH GRAMMAR SCHOOL
SUPPLEMENTARY FORM FOR PUPIL PREMIUM INFORMATION
SIXTH FORM APPLICATIONS

Eligibility:
*Families on Universal Credit who are eligible for **Targeted Free School Meals and Pupil Premium**. This does not include children who have only been eligible to receive Universal Infant Free School Meals or those who are eligible for Expanded FSM. 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.*

Evidence Required:
Please see https://www.gov.uk/apply-free-school-meals for details of eligibility criteria. Suitable evidence, such as an email from the DfE confirming eligibility, will need to accompany this form.

CHILD'S DETAILS		
FORENAME:	**SURNAME:**	**DATE OF BIRTH:**
ADDRESS:		**POSTCODE:**
CURRENT SCHOOL:		

PARENT/CARER DETAILS:			
TITLE:	**FORENAME:**	**SURNAME:**	**RELATIONSHIP TO CHILD:**
TELPHONE NUMBER 1:		**TELEPHONE NUMBER 2:**	
EMAIL ADDRESS:			

DECLARATION: I confirm the information supplied is true and accurate and I consent to eligibility checks being made.		
SIGNED:	**PRINT NAME:**	**DATE:**

Please complete and return this form along with evidence of eligibility by **5 FEBRUARY 2027** to the Sixth Form Manager, Highworth Grammar School, Maidstone Road, Ashford, Kent TN24 8UD, a.archer@highworth.kent.sch.uk

Parents/Carers must also complete an application through KentChoices website. https://www.kentprospectus.co.uk/