



# Highworth Grammar School

## Proposed Admissions Arrangements – 2015/16

Arrangements for 2015/16 are the same as for 2014/15

Please direct any comments to the Chair of Governors c/o Highworth Grammar School

### 1. Admission in September to Year 7 – 2015/16

#### ***Criteria for Admission***

Only girls who are assessed as suitable for grammar school following participation in the Kent Test can be offered a place in the first round of admissions. Arrangements for the selection procedure for entrance to secondary schools (PESE) are published annually by the Local Authority.

#### ***Numbers admitted***

The Published Admission Number (PAN) for the school was raised to **184** from September 2013, for that Year 7 cohort and successive years only. Before the application of oversubscription criteria, eligible children with a statement of special educational need who name the school will be admitted. As a result of this the Published Admission Number will be reduced accordingly.

#### ***Applications for Admission***

Students admitted at the start of Year 7 will be those who have been judged suitable for grammar school education under the Kent selection procedure and applications should be made via the Local Authority. All applications will be considered by Kent Admissions and ranked in order of priority using the following criteria in the event of the school being oversubscribed.

#### ***Over-subscription***

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** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
- **Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its

Published Admission Number (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.

- **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'/guardians' 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 the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody.

### ***Appeals***

Appeals should be addressed to the Chair of Governors at the school and should take the form of a letter briefly setting out the grounds for the appeal. The Clerk will acknowledge receipt of the appeal letter and will initiate arrangements for the hearing of the appeal by an Independent Appeal Panel. Parents have the right to be present at the hearing.

### ***General***

The school will agree any changes to its admission arrangements with the Secretary of State for Education or the Local Admissions Forum to which it belongs.

### ***School visits***

Our Open Evening and Morning for prospective Year 7 students are held in October. Tours of the school are also arranged during school time by appointment which can be made by calling Main Reception.

## **2. Admissions after September to Year 7 and to Years 8 to 11**

All 'In Year' (Casual) applications should be made directly to Highworth Grammar School by completing an application form. Forms (In Year Common Application Form, or IYCAF) are available from the school or can be downloaded from the KCC website [www.kent.gov.uk](http://www.kent.gov.uk) and the school's own website [www.highworth.kent.sch.uk](http://www.highworth.kent.sch.uk) Places, if available, can only be offered to students who fulfil the admissions criterion of being assessed as suitable to study at a grammar school. All applicants will be invited to attend for a test at the school once a fully completed IYCAF has been received. Suitability is decided by the results of cognitive testing and a written English piece. A place will be refused if a) the applicant does not achieve the required result in the test and b) the school is oversubscribed. Details of how to appeal will be included in the refusal letter.